Holmes Community College District

Ridgeland · GOODMAN · Grenada

2003 Bulletin

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Please direct all correspondence concerning the following to the officers indicated:

ADMISSIONS - Director of Admissions and Records, Holmes Community College, Post Office Box 398, Goodman, MS 39079. Telephone: 472-2312 or 472-9023.

ATTALA EDUCATION CENTER - 254 Highway 12 West, Kosciusko, MS 39090. Telephone: 290-0808, Fax 290-0810.

DORMITORY ACCOMMODATIONS - (Goodman Campus Only) Director of Housing, Post Office Box 369, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312 or 472-9001.

FINANCIAL AID - Director of Financial Aid, Holmes Community College, Post Office Box 216, Goodman, MS 39079. Telephone: 472-2312 or 472-9028.

GRENADA CENTER - Holmes Community College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 226-0830. Associate Degree Nursing: 227-2305.

RIDGELAND CAMPUS - Holmes Community College, Ridgeland Campus, 412 W. Ridgeland Ave., Ridgeland, MS 39157. Telephone: 856-5400.

VOCATIONAL-TECHNICAL DEPARTMENT - Goodman Campus, 472-9058; Ridgeland Campus, 605-3312; Grenada Campus-227-2304.

WORKFORCE DEVELOPMENT - Holmes Community College, Attala Education Center, 254 Highway 12 West, Kosciusko, MS 39090. Telephone: 290-0808.

EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS - Contact the campus you wish to attend.

The information contained herein is official as of November 30, 2002. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

If changes are made, they will be published by the Vice-President for Academic Programs in the form of an official amendment to the bulletin. The amendments are available from that office upon request by phoning (661) 472-2312 or 472-9035.

Holmes Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, age, or disability (unless job-related).

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BULLETIN

HOLMES COMMUNITY COLLEGE

Ninety-Second Session
Begins Monday, August 18, 2003

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ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges and Secondary Schools
Mississippi Junior College Literary and Athletic Association
American Association of Community and Junior Colleges
Mississippi Association of Colleges
National Junior College Athletic Association

Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.

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David Spears ..... Lexington
..... Ethel

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Dale Lewis ..... Executive VicePresident for Financial, Administrative, & Student Services/Business Manager
Luther Boggan ..... Vice President for Academic Programs
Glenn Boyce ..... Vice-President for Community & Workforce Development & District Director of Career-Technical Education
Jan Reid Bunch ..... Assistant to the President & Institutional Research & Planning
William H. Bunch, III ..... Director of Purchasing & Receiving
Gene Richardson ..... Director of Admissions & Records
Wirt Hayes ..... Director of Financial Aid
Dr. Lynn Wright ..... Director of Workforce Development
James G. Williams ..... Director of Public Information
Robert Pool ..... District Coordinator of Student Services & Athletic Director
Steve Caldwell ..... Assistant Business Manager. & Dir. Computer Services

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Luther Boggan ..... Academic Dean
Sherrie Cheek ..... Director of Career-Technical Education
Robert Pool ..... Dean of Student Services
Terry Fancher ..... Director of Housing

GRENADA CENTER OFFICERS

Jack Holmes ..... Vice-President
Joyce Vaughn ..... Director of Associate Degree Nursing
Liz Wilson ..... Coor.of Workforce Dev. & Asst. Career-Tech Director

RIDGELAND CAMPUS OFFICERS

Joe A. Adams ..... Vice-President
Wayne Watkins ..... Director of Career-Technical Education
Earl Sisco ..... Director of Industrial Training

ADMINISTRATION

Starkey A. Morgan, Sr. ..... President, Holmes Community College

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.D., University of Mississippi

Joe A. Adams ..... Vice President, Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: Mississippi State University

Luther Boggan ..... Academic Dean, Goodman Campus & District Vice-President for Academic Programs

B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: Delta State University, University of Mississippi

Glenn Boyce ..... Vice President for Community & Workforce Development & District Director of Career-Technical Education, Ridgeland Campus

B.A., University of Mississippi
M.A., Mississippi College
Ed.D., University of Mississippi

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B.M., Mississippi University for Women
M.M., University of Mississippi
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William H. Bunch, III ..... Director of Purchasing,Goodman Campus

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M.S., Mississippi State University

Steve Caldwell ..... Asst. Business Manager & Director of Computer Services,Goodman Campus

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M.B.A., Mississippi State University

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B.S., Mississippi State University
M.S., Mississippi State University

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M.Ed., Mississippi State University
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M.S.N., University of Alabama at Birmingham
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M.S., Arkansas State University
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M.A., Mississippi College

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B.S., Troy State University
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Ph.D., Kent State University
Additional Study: Millsaps, College, Memphis State University, Christ Church College, Oxford University, England

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A.A., A.A.S., Holmes Community College
B.S.E.E., University of Colorado
M.A., Mississippi State University
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B.A., Salve Regina College
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Voc. Cert., Auto Body Repair, Holmes Junior College
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B.S., Mississippi State University
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M.S., University of Illinois
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Cisco and Network+ Certification

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B.S., Universaity of the State of N.Y.
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M.S.N.S., Delta State University
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M.A.T., Mississippi State University

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Ph.D., Columbia Pacific University

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M.S.A., Central Michigan University
M.S.N., Delta State University

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M.Ed., Mississippi State University

Jamie Hutson ..... Computer Technology,
Ridgeland Campus

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B.S., University of Southern Mississippi

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M.Ed., Mississippi State University

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M.S., Mississippi State University
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Donna Josey ..... Accounting/Business Administration,
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B.S., B.A., Mississippi College
M.B.A., Mississippi College, C.P.A.

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B.A., Mississippi College
M.Ed., Mississippi College
Additional Study: University of Mississippi, Belhaven College,
National Humanities Center

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Goodman Campus

B.S., Lehigh University
M.A., Temple University
Additional Study: Texas A&M University

Audra Love Kimble ..... Business Administration,
Goodman Campus

B.A., University of Mississippi
M.A., University of Mississippi
Add'l Study: Miss.State Univ., Univ. of Miss.

Todd Kimble ..... Men's Basketball Coach/Mathematics, Goodman Campus

B.S., Delta State University

Kathy King ..... Music/Voice, Goodman Campus

B.M.E., Mississippi University for Women
M.M.E., Mississippi State University
D.A., University of Mississippi

Bonnie Lattimore ..... Associate Degree Nursing, Grenada Center

B.S.N., Texas Christian University
M.S., University of Wisconsin

Linda Lewis ..... Biological Sciences, Grenada Center

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M.S., Delta State University
Additional Study: University of Mississippi

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M.S.N., University of Alabama

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B.S., Blue Mountain College
M.B.E., Universityof Mississippi
Add'l Study: Univ. of Miss., Miss. State Univ.,Walden Institute

Lindy McCain ..... Psychology, Goodman Campus

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Additional Study: Delta State University

Pamela McCollum ..... Practical Nursing
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M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

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B.A., Belhaven College
M.S., Mississippi College

Natalie Sykes McLellan ..... Reading
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Add'l Study: Columbia Basin Col., Univ.of South Alabama

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University of Mississippi

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Additional Study: Mississippi State University

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M.S., University of Mississippi

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A.A. Certification, University of Southern Mississippi
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M.Ed., Mississippi College

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M.B.A., Delta State University
Additional Study: University of Mississippi

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Additional Study: George Washington University

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B.S., Saint Meinrad College
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Jeannie Pegg ..... Mathematics,
Grenada Center

B.A., Converse College
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Billie Joyce Pool ..... Social Science,
Goodman Campus

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M.Ed., Delta State University
M.Ed., Delta State University

Jean R. Powers ..... Speech,
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B.S., Belhaven College
M.Ed., Mississippi College
Add'l Study: Montreat Anderson Col., Univ.of South.Miss.,Winthrop Univ.

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M.M.Ed., Mississippi State University

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Mississippi College

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Angie L. Spell ..... Cosmetology,
Goodman Campus

Certificate/Cosmetology, Holmes Community College
Additional Study: Holmes Community College
Mississippi State University

Elizabeth S. Spooner ..... Computer Science,
Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Add'l Study: Miss.College, Auburn, East Car. Univ., South Conn. Univ.

Patricia S. Spraberry ..... Practical Nursing,
Grenada Center

A.D.N., Mississippi Delta Junior College
Additional Study: Mississippi State University

Patricia S. Stewart ..... Engineering Technology,
Goodman Campus

B.S., Mississippi State University

Diane Stoddard ..... Mathematics,
Ridgeland Campus

A.A., Southwest Junior College
B.S., University of Southern Mississippi
M.Ed., University of Southern Mississippi
Add'l Study: Miss. State Univ., Univ.of Southern Miss.

John P. Switzer ..... History,
Ridgeland Campus

B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

Claudette Thomas ..... Speech/English,
Grenada Center

B.A.E., University of Mississippi
M.Ed., University of Mississippi
Add'l Study: Univ.of Southern Miss., Delta State Univ., Miss.State Univ.

Debbie Treloar ..... Associate Degree Nursing,
Grenada Center

A.D.N., Nortwest Junior College
B.S.N., University of South Alabama
M.S.N., University of Mississippi

John Van Horn ..... Drafting & Design Technology,
Grenada Center

A.A., Holmes Junior College
B.S., Mississippi State University

Patsy R. Vaughn ..... Science & Technology,
Goodman Campus

A.A., Holmes Junior College
B.S., Mississippi State University
M.S., Mississippi State University
Additional Study: Mississippi State University

Tracy Warden ..... Welding,
Goodman Campus

A.A., Mississippi Delta Community College
Certificate/Welding, Sheet Metal, Machine Shop

William M. Watkins, III ..... Art,
Goodman Campus

B.S.E., Delta State University
M.A., Northeast Louisiana University
Additional Study: Savannah College of Art & Design

Daniel Wentland ..... Business Administration,
Ridgeland Campus

B.S., State University of New York College at Buffalo
B.A., State University of New York College at Buffalo
M.S., State University of New York College at Buffalo
Additional Study: Jackson State University

Joe David White ..... Biological Science,
Ridgeland Campus

A.A., Holmes Junior College
B.S., University of Mississippi
M.Ed., University of Mississippi

Bryan Williams ..... Heating & Air Conditioning,
Goodman Campus

A.A., Mississippi Delta Community College
Certificate/HVACR Mississippi Delta Community College

Julia Williams ..... Reading, Director/Student Support Services,
Goodman Campus

B.S., Mississippi University for Women
M.Ed., Mississippi State University
Add'l Study: Miss. Univ. for Women, Miss.State Univ.

Andy Wood ..... Asst Football/ Men's & Women's TennisPhysical Ed.,
Goodman Campus

B.S., Memphis State University
M.S., Mississippi State University

Dorothy Worley ..... Associate Degree Nursing.
Grenada Center

A.A., Holmes Junior College
B.S.N.. University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

SUPPORT STAFF

Eloise Avery ..... Dormitory Hostess/Grenada Hall, Goodman Campus
Angela Bailey ..... Business Office Clerk, Grenada Center
Gloria Benson ..... Secretary/Maintenance, Goodman Campus
Tina Boyette ..... Secretary/Maintenance/CNN/VCC, Goodman Campus
Elaine Boyle ..... Secretary/Associate Degree Nursing, Grenada Center
Laurie Cheatham ..... Admin.Asst./Student Support, Goodman Campus
Inez Collins ..... Admin. Asst./VP, Ridgeland Campus
John L. Crayton ..... Chief of Police, Goodman Campus
Lisa Cunningham ..... Accounting/Payroll, Goodman Campus
Mark Deason ..... Director/Landscaping, Goodman Campus
Arthur Derrick ..... Record Manager, Attala Ed. Center
Roxanne Evans ..... Secretary/Career-Tech, Grenada Center
George Floyd ..... Mechanic/Vehicle Shop, Goodman Campus
Veronica Frizell ..... Admin.Asst.,Attala Ed. Center
Diane Harmon ..... Secretary/Research & Dev., Goodman Campus
Roy Harrington ..... Maintenance Engineer, Goodman Campus
Bobbie Harris ..... Secretary, Ridgeland Campus
Virginia Hathcock ..... Secretary/Financial Aid Office, Goodman Campus
Doris Jones ..... Dorm Hostess/Yazoo Hall, Goodman Campus
Joy Kellum ..... Secretary/Business Offce/F.A., Ridgeland Campus
Hugh Lepard ..... Carpenter, Goodman Campus
Trent Little ..... Director/Maintenance, Grenada Center
Barbara May ..... Secretary, Records Office, Goodman Campus
Jeri Jo McCleskey .... Admin.Asst./Devel.Foundation, Goodman Campus
Linda McCollum ..... Secretary/Evening Records, Ridgeland Campus
Casey McDaniel ..... Receptionist/Switchboard, Goodman Campus
Joe McDaniel ..... Maintenance Engineer, Goodman Campus
Shirley Mollett ..... Receptionist/Switchboard, Ridgeland Campus
Ben Mosley ..... Mechanic/Vehicle Shop, Goodman Campus
Joey Netherland ..... Maintenance Engineer, Goodman Campus
Martha Norris ..... Secretary, Records, Ridgeland Campus
Rosemarie Poynor ..... Secretary, Grenada Center
Fred Rester ..... Computer Hardware Technician, Goodman Campus
Hubert Robertson ..... Campus Police Officer, Goodman Campus
Patsy Rogers ..... Secretary/Admissions, Goodman Campus
Nancy Schroeder ..... Clerk/Financial Aid Office, Goodman Campus
Pauline Scott ..... Dorm Hostess/Grenada Hall, Goodman Campus
Ceressa Sims ..... Secretary/Vo-Tech, Goodman Campus
Eva Smart ..... Game Room Supervisor, Goodman Campus
Jane Smith ..... Director Wellnes Center, Goodman Campus
Joanna Spell ..... Secretary/Student Services, Goodman Campus
Joe Spell ..... Maintenance Engineer, Goodman Campus
Yoshika Stingley ..... Secretary/Library, Goodman Campus
Nan Sykes ..... Secretary/Public Information, Goodman Campus
Robert Wade ..... Maintenance Engineer, Goodman Campus

GENERAL INFORMATION

HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

HOLMES COMMUNITY COLLEGE VISION STATEMENT

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

HOLMES COMMUNITY COLLEGE MISSION STATEMENT

Holmes, a comprehensive public community college strategically located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an ever-changing world, the college seeks to prepare its graduates for university transfer, productive employment, and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, and Vocational certificates. Holmes Community College, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

STRATEGIC INITIATIVES

I. Maintain an environment for continuous accessibility and improvement of the quality of education.

II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.

III. Improve college personnel/student interactions to achieve a higher rate of student success.

IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.

V. Improve the college's image by enhancing public relations through communication.

VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional out-reach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/ Business Manager, VP for Academic Programs, VP for Community & Workforce Development, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Asst. to the President/Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university-parallel, several technical programs (Business Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology), and two vocational programs (Cosmetology and Welding).

The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

GRENADA CENTER

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive, modern buidling houses the center on a 14 acre site.

The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Drafting and Design, Ma-

chine Tool Operation/Machine Shop, Forestry, Business and Office, Electronic Technology, Surgical Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for in-coming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105-B).

Four buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS), classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in EMT/Paramedic, Machine Shop, Drafting and Design, Business and Office, Computer Network Support, Funeral Service, Marketing and Management, and Occupational Therapy Assistant are offered. A vocational program in Practical Nursing is also offered. A large number of evening credit and non-credit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

ATTALA EDUCATIONAL CENTER

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center provides a wide variety of non-credit training, including computer classes for both the public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosiusko, Grenada, Goodman and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a non-credit format for individuals and businesses within the nine-county district of Holmes Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes retraining for workers who must move to other positions within the firm. training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses throughout the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

COMMUNITY COLLEGE NETWORK & ONLINE COURSES

Holmes Community College teaches the majority of its courses in the traditional classroom setting. but in order to meet the ever-advancing needs of our students and to utilize available technology, innovative methods of teaching are being employed. Each campus/center has a CCN site from which we can send classes to the other campuses as well as to other community colleges in Mississippi. We successfully operated our CCN for the first time in 1997.

To more adequately meet the needs of our traditional and non-traditional students with varied schedules, Holmes offers a limited number of online courses. This instruction is delivered entirely via the Internet (online). Our first online course was taught spring semester, 1999.

HOLMES COMMUNITY COLLEGE LIBRARIES

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and the Ridgeland Campus Library Media Center. The libraries provide a comprehensive and current collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 53,000 volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC as well as databases, research tips and information, tours of the three libraries and much more are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

HONORS PROGRAM

To encourage excellence, Holmes Community College has established an Honors Program fro students whose ACT score is 24 or above. Twelve hours of honors courses are required to be an classified as an Honors Graduate. General application should be made to the college and also to the Honors Program. Forms are available on the Holmes web page (www.holmes.cc.ms.us) or by contacting Janet Simpson (662-472-9030) for more information.

ADMISSION REQUIREMENTS

FULL-TIME STUDENTS
DEGREE-SEEKING STUDENTS
CERTIFICATE-SEEKING STUDENTS

1. A completed application for admission.
2. An official high school transcript showing graduation date with a standard diploma or an official GED score report for first-time entering freshmen.
3. Scores on the ACT or SAT for astudents who are less than 21 years of age and who have not earned a bachelor's degree. ACT/SAT scores may be accepted from official high school or college transcripts for admission purposes. The minimum ACT composite score required for students under 21 to be admitted in Good Standing is 16.
4. Official transcripts from ALL colleges previously attended. Students holding bachelor's degrees or higher may submit only the transcript showing the highest degree; however, for graduation purposes, additional official undergraduate transcripts may be required.

PART-TIME STUDENTS
NON-DEGREE-SEEKING STUDENTS
NON-CERTIFICATE-SEEKING STUDENTS

(Part-time students whether day, evening, online, and/or summer students)

1. A completed application for admission.
2. Officially documented high school graduation date or GED equivalency.

PROBATIONAL ADMISSION

First-time students with ACT composite scores of less that 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 G.P.A.) at the end of their first semester will not be eligible to return to Holmes until they have remained out of school for at least one semester.

Transfer students who have at least one full-time semester of attendance at another college must have a 1.75 or higher G.P.A. on their last full-time semester of attendance in order to be admitted in Good Standing.

An academic or technical student with an Enhanced ACT score of 13 or below is required to enroll in the Academic Foundations core his/ her first semester unless challenge placement tests at registration move the student out of the recommended courses listed below. This curriculum consists of:

English course based on ACT	3 hrs.
Math course based on ACT	3 hrs.
Reading course based on ACT	3 hrs.
Orientation	1 hr.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports)	As approved by Advisor
Total	13 to 16 hrs.

Out-Of-State/Foreign Students. Holmes Community College is supported by a nine-county tax district in Central Mississippi and by state appropriations. The primary mission of the college is to serve Mississippi residents. Public community colleges in Mississippi do not receive state support for out-of-state students. Out-of-state students are not routinely accepted for admission. Holmes Community College does not admit any international student requiring INS documentation.

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The

minimum scores required for admissions, scholarships, course placements, etc., have been revised. ACT scores earned from October 28, 1989, shall be equated to previous scores by using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	Before Oct. 28, 1989	From Oct. 28, 1989
Computer Technology	12	16
Associate Degree Nursing	15	18
Early Enrollment	20	21
Dean's Scholarship	18	20
President's Scholarship	23	24
Board of Trustees' Scholarship	27	28

The Dean's, President's and Board of Trustees' Scholarships will not be awarded on the basis of SAT scores. They will continue to require an ACT test score. A high school senior may substitute an SAT score of 990 or higher for the ACT to qualify for the Early Enrollment Program for Advanced High School Seniors.

Earned Probation and Suspension. Any full-time student admitted unconditionally to Holmes must meet minimum standards of p rogress to remain in Good Standing. This means that a student must maintain a current G.P.A. of at least 1.75 each semester. A student who does not meet this standard enters his/her next semester at Holmes on **"Earned" Academic Probation**. Students who fail to meet this minimum standard for two consecutive semesters will be suspended and will not be eligible to return to Holmes Community College until they have remained out of school for at least one semester. A student on "Earned" Academic Probation will not be allowed to use school business trips as extenuating circumstances for missed classes.

Any student failing 12 or more hours in one semester will be **suspended** and ineligible to enroll the following semester.

Housing Requirement. The minimum G. P.A. required for students to live in campus housing is 1.75. This is a term G.P.A., not a cumulative G.P.A.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.

Holmes Community College ascribes to an "open" admissions policy with all apertaining laws.

Holmes Community College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses. counseling. tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals.

Holmes Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure student success.

DUAL ENROLLMENT PROGRAM FOR ADVANCED HIGH SCHOOL SENIORS

The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

ADMISSIONS REQUIREMENTS AND PROCEDURES

1. The student must have earned fourteen core high school units. The student must have an overall "B" average on all high school courses. The student shall request that the high school principal send an official copy of his/her high school transcript to the Director of Admissions and Records at Holmes Community College at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.
2. A minimum composite score of 21 on the Enhanced ACT or equivalent SAT scores.
3. The principal or counselor of the high school must submit a recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation.
4. Full credit will be granted but will be reserved until the student either graduated from high school or is admitted to college as a fulltime student.

Special Condition:

Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACTcomposite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

EARLY ADMISSION

The boards of trustees of the community and junior college districts are to establish an early admission program. Applicants for early admission must meet all requirements listed in 1 and 3 of the dual enrollment requirements listed above and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score, and a recommendation from the principal or guidance counselors that early admission is in the best additional interest of the student and that the student's age will not prevent him/her from being successful.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for paying his/her own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be registered.

1. Follow the ACT placement guidelines listed below or
   Take math/reading/English placement tests:

Class	ACT Subscore	Class	ACT Subscore	Class	ACT Subscore
ENG 1103	1-13	REA 1103	1-11	MAT 1103	1-13
ENG 1203	14-17	REA 1203	12-14	MAT 1203	14-16
ENG 1113	18-	EDU 1213	15-17	MAT 1233	17-19
				MAT 1313	20-

EDU 1311 1-13 (ACT Composite)

2. Have I.D. picture taken, if enrolling as a full-time student.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Schedule classes with advisor and receive computer print-out.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

CREDIT FOR NON-CLASSROOM EXPERIENCES (Includes AP, CLEP, Correspondence Courses, Military Service)

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

A. A student must enroll in HCC and earn a minimum of 16 semester hours of credit through regular classroom attendance before non-classroom credit will be recorded on his/her permanent record.
B. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.
C. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
D. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

ADVANCED PLACEMENT PROGRAM (AP)

Requirements - Standard score of 3 or higher. **Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Requirements for General Examinations - English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences/ History - minimum scaled score of 500. **Requirements** for selected subject examinations -as recommended by CLEP. **Credit** awarded ranges from 3 to 12 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is

twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs, Goodman Campus.

MILITARY SERVICE

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is **16** semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the District Academic Coordinator on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance.

ABSENCE POLICY

Academic, Technical, and Vocational Absences. Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. Absences for day and evening classes are considered to be excessive when they exceed the number of times the class meets in two weeks. *Also, see Absence Policy for selected Technical, Vocational & ADN courses. Absences are counted from the first official class meeting to the last, inclusively. Check with each campus for absence limits in summer school day classes, summer school evening classes, and accelerated classes. If a student incurs excessive absences in a class, his/her record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances which can be documented, such as an extended illness, for a majority of the absences, the student will be administratively withdrawn from the class. **Absences due to late registration and School Business Absences will be counted toward the cut-out number, and reasons for late registration and School Business Absences will be documented in the student's absence file. Other documentation to substantiate absences must be presented (as each absence occurs) to the instructor and turned in to** the chief academic officer (CAO) immediately. Upon returning to

class after an absence, documentation must be presented and will not be accepted after one week.

Absences for the Associate Degree Nursing Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. should an associate degree nursing student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

For monitoring absences this detailed procedure will be followed:

I. **Halfway Point** – The instructor will make an attempt to notify the student with a Warning when he/she reaches the halfway-point of cutout. It is the student's responsibility to track and record his/her absences as well as present ALL DOCUMENTATION for the absences within one week of returning to class. At the halfway point, a student should discuss with the instructor the absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on that campus.

II. **Cutout Point** – When the instructor turns in a cutout on a student, the CAO evaluates the available documentation for absences (doctor's excuses, etc.).

A. If a majority of the absences **were** extenuating circumstances, the student will be placed on Class Probation for that class. (See Class Probation below.)

B. If a majority of the absences **were not** extenuating circumstances, the student will be administratively withdrawn from the class. The student will receive a letter from the CAO regarding this withdrawal. The student may discuss the situation with the CAO at this time and may present any evidence for extenuating circumstance for absences (within the one week time-frame). In this case, the student must contact the CAO immediately so that additional absences are not incurred. THE STUDENT MUST BRING ANY ADDITIONAL DOCUMENTATION OF ABSENCES (WITHIN THE ONE WEEK TIME FRAME) TO THE MEETING WITH THE CAO. A decision to return the student to the class or uphold the cut-out will be made by the Absence Sub-Committee and it will depend upon the documentation of absences, the student's average in the class (must have reasonable chance of passing), and the student's general disciplinary record on the campus.

1. **Decision Overturned** - If the Absence Sub-Committee overturns the decision of the CAO, the student will be placed on Class Probation (See Class Probation below).
2. **Decision Upheld** - If the Absence Sub-Committee upholds the decision of the CAO, the student may request an appeal (See Appeal Process below).

III. **Appeal Process** – If a student is not satisfied with the ruling/s, he/she may request an appeal to the full Absence Committee. The student

must request in writing that a meeting be called to hear his/her appeal. The CAO will call a meeting with the Absence Committee only if it can be established that the student has a valid basis or case to take to the committee. The Absence Committee consists of instructors, students, an administrator, and the CAO for that campus, who serves as chair.

A. Decision Overturned - If the Absence Committee overturns the decision of the Absence Sub-Committee, the student will be placed on Class Probation (See Class Probation below).

B. Decision Upheld - If the Absence Committee upholds the decision of the Absence Sub-Committee, the student is permanently withdrawn from the class. **The decision of the Absence Committee is final.**

Class Probation – When a student is placed on Class Probation (i.e. the number of absences has exceeded two weeks of class attendance), the student will be notified regarding the conditions of the probation. During the probationary period, each absence will be evaluated. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic, permanent administrative withdrawal from that class. Should a student's absences exceed three weeks, the student will be permanently withdrawn from the class. Only when the student has experienced extreme hardships or extenuations circumstances will an appeal be considered. Of utmost consideration will be the student's ability to suceed in his/her course(es).

The student is responsible for all class work missed during absences. Additional make-up work may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work. A organized record of absences is to be kept by the instructor and a composite of absences is presentedn to the Records Office at the end of six weeks.

Documentation of Extenuating Circumstances. The following list indicates situations that are considered extenuating circumstances and shows the required acceptable documentation.

Extenuating Circumstances: Required Documentation

A. Sickness: ..... Statement from Doctor or Dentist, Note from a Parent (Guardian) or Dorm Hostess
B. Death in Family: Newspaper Obituary, Funeral Program, Note from Funeral Home Director
C. Legal Matters: (Matters as a Result of Someone Else's Negligence.) Court Summons, Police Report, Receipt, Statement from Judge or Court Official
D. Military Duty: Copy of Orders from Military Official
E. School Business .. : Student Is Not Responsible for Documentation. Sponsor of Event Will Present CAO with Information

Students are encouraged to make medical and other appointments at times other than scheduled classes. Documentation should include date, time of day, reason for appointment, signature, and telephone number. All documentation explaining absences should be presented to the instructors for signatures, then taken to the CAO to be placed in the student's file. At each location the CAO issues **school business notices** for students who represent the school at approved activities such as athletic events, club meeting, and field trips. **Please Note:** School business notices will count toward the cutout number and are considered excused circumstances.

***Associated Degree Nursing Program:** Absences for the ADN Program's clinical nursing courses are considered excessive when they exceed 16 contact hours. Should an ADN student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

***Selected Technical and Vocational Programs:** Automotive Technology, Collision Repair Technology, Heating and Air Conditioning Technology, Machine Shop Technology, Cosmetology, & Welding have classes that are combined together on a daily basis, and students will be withdrawn from all enrolled courses *at the cut-out point.*

The school day is divided into two parts - morning and afternoon. A student who is absent in one part will be counted absent for one half day. Any two one half day absences will constitute one complete day's absence. Instructors shall record absences daily in their grade books and report absences when the student has missed **three complete days** and again when the student has missed **six complete days** which is the cut-out point. **If a student is more than 5 minutes late to class, he/she is counted a half-day absence rather than tardy.**

Tardies (Academic, Technical, & Vocational). If students are more than **5 minutes** late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. **Each tardy thereafter is counted as an absence.**

ABSENCE POLICY FOR ONLINE CLASSES

At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the **format and frequency** of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of

online courses will adhere to the academic calendar and the process of appeal.

CHANGES IN CLASS SCHEDULE

A student wishing to drop or add a course must obtain approval through the academic office on his/her campus. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of developmental English, develomental mathematics, beginning and intermediate algebra, keyboarding, reading, or who wish to add drama or journalism by the end of the third week of classes. A student who wishes to drop a course after the first week must obtain a Drop Slip from the academic office. The instructor and the faculty advisor will sign the Drop Slip and inform the student of his/her status in the course. This procedure will provide an opportunty for them to discuss the drop with the student and make recommendations. The student may then drop the course by returning the Drop Slip to the academic office on his/her campus. Students who drop a course before mid-term will have a grade of "W" recorded on their record. After mid-term, a "WP" or "WF" will be recorded. Students who withdraw during the week of registration without ever attending any classes will have their classes erased and no grade recorded.

There will be a charge of $10.00 for each additional class or change of section made to the original schedule with a maximum for all changes made **at any given time** of $20. There will be a charge of $10 for a vocational transfer. Copies of schedules after the original is made for the student will cost $2 each.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman ..... 0-23 semester hours
Sophomore ..... 24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given at 8:00, 10:15 and 1:15. The complete schedule of examinations is announced during the semester.

Business Office Debts. Students' accounts must be paid in full before they take exams, before their transcripts will be released, and before they can register for the next term.

Eligibility for Exams. No student is eligible to take an examination unless he/she is free from all arrearages in fees. such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests. the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit which represents one class hour (50 minutes) a week for one semester; this class hour may involve class lecture attendance or laboratory work. Laboratory work will represent two to four class hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4 quality points per semester
B	Good	3 quality points per semester
C	Average	2 quality points per semester
D	Poor	1 quality point per semester
F	Unsatisfactory	0 quality points per semester
I	Incomplete	0 quality points per semester
AU	Audit	0 quality points per semester
W	Withdrew	0 quality points per semester
WP	Withdrew Passing	0 quality points per semester
WF	Withdrew Failing	0 quality points per semester
P	Pass	0 quality points per semester
S	Satisfactory	0 quality points per semester
U	Unsatisfactory	0 quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). These standards must be approved by either the Vice-President for Academic Programs or the Vice-President of Community and Workforce Development. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Community and Workforce Development, and each student must be informed of these standards via the course syllabus.

C Average. A "C" average is defined has having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his/her work through the semester and his/her

final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his/her absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him/her from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period (excluding Christmas Holidays), the grade automatically becomes an "F". This applied to both mid-semester and semester grades.

W Grade. The mark "W" is recorded if the student officially withdraws after registration but before mid-semester. No mark is recorded for a withdrawal made before the end of registration, so long as the student did not attend any classes.

WP and WF. A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination. "WF" grades are figures as "F's" in computing quality point averages.

Auditing A Course. A student may audit a course by scheduling the course as an "audit" at the time of registration or change to audit at any time before mid-term. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw without receiving a grade. A student who wishes to change from "audit" to "credit" or vice

versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares herself/himself a candidate for a degree or certificate and requests an official evaluation from the District Academic Coordinator. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the College Level Examination Program (CLEP).

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative quality point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "O" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record. It is the

student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Records Office. A charge of one dollar will be made for each copy.

STUDENT LOAD

The normal load for a student is 16 hours fall and spring and 14 hours summer. The minimum load required to be a full-time student is 12 hours for the fall and spring semesters and 6 hours per term for the summer. First and second summer terms along with night, online and weekend in summer are considered one semester. No student may take or receive credit for more than 21 hours in the fall or spring or 18 hours in the summer without permission from the chief academic officer.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he/she should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in WF's in all classes.

INTRADISTRICT TRANSFERS

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. the chief academic officer wil then contact the chief academic officer at the receiving campus. He will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructorts. **No Intradistrict Transfers will occur after the 3rd week of classes.**

DEGREES AND CERTIFICATES

NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.

Residency. In order to receive an associate degree, certificate of graduation, technical certificate, or a vocational certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes CC and must exclude developmental

courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year vocational certificates.

GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

Computer Competency

ATE 1113	Science and Technology
CSC 1113	Intro to Computer Science
CSC 1123	Microcomputer Applications
CSC 1613	Computer Programming I
CSC 2623	Computer Programming II

Several technical courses will fill this requirement for the AAS

Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
IED 2413	History & Appreciation of Artcrafts
MUS 1113	Music Appreciation
SPT 2233	Theatre Appreciation

Humanities

ENG 2223,2233	American Literature I & II
ENG 2323,2333	English Literature I & II
ENG 2423,2433	World Literature I & II
HIS 1113,1123	Western Civilization I & II
HIS 1163,1173	World History I & II
HIS 2213,2223	American History I & II
HUM 1113	Humanities-European Study Abroad
MFL 1113,1123	Elementary French I & II
MFL 1213,1223	Elementary Spanish I & II
MFL 2113,2123	Intermediate French I & II
MFL 2213,2223	Intermediate Spanish I & II
PHI 1113,1133	Old & New Testament
PHI 2143	Ethics

Natural Science with Lab

BIO 1114,1124	Gen.Biology I & II for Non-Majors
BIO 1134,1144	Gen.Biology I & II for Majors

BIO 1314,1324	Botany I & II
BIO 2414,2424	Zoology I & II
BIO 2514, 2524	Human Anatomy & Physiology I & II
BIO 2924	Microbiology
CHE 1213/1211	Gen. Chemistry I & Lab
CHE 1223/1221	Gen. Chemistry II & Lab
CHE 2424,2434	Organic Chemistry I & II
PHY 1114	Astronomy
PHY 2244,2254	Physical Science Survey I & II
PHY 2414,2424	General Physics I & II
PHY 2514,2524	Engineering Physics I & II

Social/Behavioral Science

ECO 2113,2123	Macro & Micro Economics
EPY 2513,2523	Child & Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 113	World Geography
HIS 1113,1123	Western Civilization I & II
HIS 1163,1173	World History I & II
HIS 2213,2223	American History I & II
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513,1523	General Psychology I & II
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE (AA)

This degree is awarded to university transfer majors.

1. **General Education Core:**
   ENG 1113 & 1123 - English Composition I & II
   MAT 1313 - College Algebra
   SPT 1113 - Oral Communication
   Natural Sciences with labs - Two courses - 6 to 8 hours credit
   Humanities - One course
   Social/Behavioral Science - One course
   Fine Arts, Humanities, or Social/Behav. Sci. - One course
   Computer Literacy Course

   TOTAL 30 - 32 hours

2. **Sixty-four semester hours**
   (No hours in Institutional Credit Courses or Vocational Courses will apply toward the AA Degree)
3. **A 2.00 cumulative quality point average**
   (see TRANSFER CREDITS)

4. **A 2.00 quality point average on Holmes Community College credits**

5. **Additional requirements for music majors are stated in the music curriculum.**

NOTE! Effective for students entering fall semester, 1996. Students who earned credit at HCC before this date have until May, 1999, to complete a degree under the General Education Core in effect at the time of their entrance provided they are in continuous enrollment.

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. **General Education Core:**
   ENG 1113 - English Composition I
   * MAT 1313 - College Algebra
   or
   ** Natural Science with Lab plus a Math course
   SPT 1113 - Oral Communication
   Social/Behavioral Science - One course
   Humanities/Fine Arts Elective - One course
   Computer Literacy Course

TOTAL 18 - 23 hours

* Associate degree nursing students are not required to take MAT 1313 or a Computer Literacy Course because computational skills and basic computer usage are included in the associate degree nursing curriculum.

** A natural science with lab course or ATE 1113, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Vo-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 or BOT 1313.

2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus vo-tech director,and the district coordinator.Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
3. **Minimum of sixty-four semester hours**
   (excluding developmental/remedial and vocational hours)
4. **A 2.00 cumulative quality point average**
   (see TRANSFER CREDITS)
5. **A 2.00 quality point average on Holmes Community College credits**

REQUIREMENTS FOR THE CERTIFICATE OF GRADUATION

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**
   ENG 1113 & 1123 - English Composition I & II
2. **Sixty-four semester hours**
   (excluding vocational hours)

REQUIREMENTS FOR THE ONE-YEAR TECHNICAL CERTIFICATE

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, and selected Business and Office Technology programs.

1. Complete the prescribed set of courses or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator. (Vocational hours are excluded.)
2. A 2.00 quality point average on the prescribed set of courses

REQUIREMENTS FORTWO-YEARTECHNICAL CERTIFICATES

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Complete the prescribed set of courses or approved substitutes. (Vocational hours are excluded.)
2. A 2.00 quality point average is required to be eligible for the certificate.

NOTE! This certificate is awarded to students completing Collision Repair Technology, Automotive Technology, Machine Tool Operation/ Machine Shop Technology, or Heating, Air-Conditioning, and Refrigeration Technology only.

REQUIREMENTS FOR VOCATIONAL CERTIFICATES

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hours' credit, but they are considered "nondegree" credit hours and will not apply toward an AA or AAS degree.

1. Complete the prescribed set of courses and clock-hours
2. A 2.00 quality point average on the prescribed set of courses

APPLYING FOR GRADUATION

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first two weeks of October; and any student graduating in May must file during the first two weeks of February. Graduation fees ($35.00 for marching, $15.00

for diploma only) must be paid at these times.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

   PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

   DEAN'S LIST: Those students who have a quality point average of 3.4 to 3.69.

2. Full-time vocational students with quality point averages of 3.5 to 4.0 will be placed on a Vocational Honors List.

B. GRADUATION HONORS

1. Rank in class:
   In order to receive class ranking, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative quality point average. The student(s) with the highest QPA (excluding developmental courses and Math 1213, 1233) will be recognized as Valedictorian, while the student(s) with the next highest QPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.
2. Honors and highest honors:
   Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:
   a. Highest honors - for those students QPA's of 3.7 to 4.0
   b. Honors - for those students with QPA's of 3.4 to 3.69

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.

3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

EARNING A SECOND DEGREE FROM HOLMES

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn both an AA Degree and an AAS Degree either concurrently or subsequently if both degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, DC 20202-4605

STUDENT COMPLAINT PROCEDURE

Holmes Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes tomake a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties involved usually resolves most of the problems.

2. If informal efforts to resolve the problem are not productive, the complainant should then contact the appropriate counselor. (Academic/Vocational), supervisor, or administrator to help in processing the complaint if this becomes the only avenue to resolve the problem.
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the nature of the complaint and all pertinent information in writing to the appropriate person. The appropriate person would be that individual in charge of the person or program in question. The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. a response will be made to the complainant within 10 working days.
4. If the student is not satisfied with the resolution of the grievance, that student may then appeal to the President in writing through the Academic Dean on academic matters or through the dean of Students on disciplinary matters. The appeal to the President must be made within three (3) days of the previous decision. The President's decision will be final.
5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.
6. No adverse action will be taken against a student for filing a complaint.
7. All students will be suspended from all activities during the appeals process.

EXPENSES

Each Semester	Mississippi Students		
General Fees for Full-time Students	Commuting	Old Dorms	New Dorms
* Entrance Fee (Matriculation/Tuition)	$712	$715	$715
** Room Rent (Due at registration/Non-ref)		325	400
*** Board/Meals (One-third due at registration)		550	550
	$712	$1590	$1665

DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	$1224/1299	(Entrance Fee, Room Fee, 1/3 Board)
Second Payment:	183	(1/3 Board)
Third Payment:	183	(1/3 Board)

Total per semester:$1590/$1665

	Fall Semester, 2003	Spring Semester, 2004
First Payment:	August 14, 2003	January 6, 2004
Second Payment:	September 24, 2003	February 20, 2004
Third Payment:	November 5, 2003	April 2, 2004

Out-of-State Student Fee (Due each semester/Non-ref)	$850
Graduation Fee	$35
Adding a Course or Changing Sections	$10
Second Copy of Student Schedule	$2
Student ID Card Re-Issue	$10
****Housing Deposit ($30 Refundable less damage)	$50
Key Replacement Fee	$25
Semester Hour Fee For Part-Time/Summer School Students	$65
Matriculation Fee For Part-Time Students (Non-Refundable)	$10

* Due at Registration
** Five-day week
*** Monday morning through Friday noon
****This fee is mandatory for ALL dormitory students and must be paid directly to the Director of Housing in McDaniel Hall **PRIOR TO DORMITORY OCCUPANCY.**

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee.

An I.D. card is issued to each full-time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

SPECIAL TOOLS AND/OR EQUIPMENT ARE REQUIRED FOR THE FOLLOWING VOCATIONAL AND TECHNICAL PROGRAMS:

Automotive Mechanics
Collision Repair Technology
Cosmetology
Drafting and Design/Engineering Technology
Electronics
Machine Shop
Heating, Air Conditioning and Refrigeration
Welding

REFUND POLICY

a. A portion of the entrance fee (Fall semester — $160, Spring semester — $135 is for matriculation and is non-refundable. In addition to the matriculation fee, each student pays a non-refundable activitiesss fee of $5.00 for a dorm student and $2.00 for a commuting student. The date of withdrawal placed on the withdrawal form by the chief academic officer on each campus is the date the Business Office uses to calculate refunds. The remainder of the fee is refundable as follows:

Full & Part Time Day Students

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

Summer Students

After 1st class	90 per cent
After 2nd class	75 per cent
After 3rd class	50 per cent
After 4th class	25 per cent
After 5th class	0 per cent

Evening and On-Line Students

After 1st class (week for online)	75 per cent
After 2nd class (week for online)	50 per cent
After 3rd class (week for online)	25 per cent
After 4th class (week for online)	0 per cent

b. Room rent of $325-$400 per semester is non-refundable.

c. Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal placed on the withdrawal form by the chief academic officer on each campus is the date the Business Office uses to calculate refunds. No reduction is made for absences of less than two continuous weeks (holidays excluded).

d. Refund policy for veterans provides that a refund will be made upon application on a pro-rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.

CHANGING STATUS FROM FULL-TIME TO PART-TIME

A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status before the last day of registration will have his or her fees adjusted to the part-time student rate. **There will be no adjustments made for dropping to part-time status after the last day of registration.**

STUDENT SERVICES

COUNSELING AND ADVISEMENT

The Counseling Department provides academic, social, personal, and career counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

FACULTY ADVISORS

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

CAREER CENTER

The Career Center, located in McDaniel Hall on the Goodman campus, provides career counseling services; such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

ORIENTATION

Orientation will include a program designed for new and transfer students to introduce them to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Community College is a test center for the American College

Test (ACT), the Test of Adult Basic Education (TABE), and General Educational Development Test (GED). Applications and/or information for each of these tests may be obtained from the counseling office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

JOB PLACEMENT & TRANSFER FACILLITATION

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Career Center, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

FINANCIAL AID

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (SEOG)
Federal Workstudy (CWS)
Federal Stafford Student Loans
Federal Unsubsidized Stafford Loans
Federal Plus Loans
Mississippi Student Incentive Grants (MSIG)
H.C.C. Achievement/Performance Scholarships
H.C.C. Development/Patronage Scholarships

APPLICATION

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid. This packet is available through the Financial Aid Office on the Goodman, Grenada and Ridgeland Campuses or in most high school counseling centers. Students must list Holmes Community College, Goodman Campus or use school code 002408 to insure that the HCC Financial Aid Office receives notification of their interest in attending. There is a separate H.C.C. Financial Aid Application students must complete to be considered for the CWS, SEOG and SSIG Programs. Students who want loans must go by their local bank and request a Stafford Loan Application.

DEADLINES

Students are encouraged to apply early in the Spring prior to the start of the Fall Semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

POLICIES GOVERNING STUDENT FINANCIAL AID

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

Aid recipients having attended other post-secondary institutions, prior to HCC, are required to submit a Financial Aid Transcript from each institution attended.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial,

marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student after 60% of each semester. Refund checks not picked up at this time or before the end of that semester will be held for twenty days and then voided. All workstudy checks will be disbursed on a monthly basis.

Any student who withdrawals from school or drops below the maximum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calender days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may own Holmes community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID

In order to remain eligible to enroll in college and receive Title IV financial assistance such as: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), State Student Incentive Grants (SSIG), College Work-

Study (CWS), Guaranteed Student Loans and PLUS Loans all students must progress satisfactorily towards completion of a chosen academic, technical or vocational program. This is a requirement established by the U.S. Department of Education and the U.S. Congress (subsidized and unsubsidized).

Satisfactory progress will be measured according to the following for full-time and part-time students:

Cumulative Semester Hours Attempted	1-16	17-32	33-48	49-64	65+	74+	90+	92+
Cumulative Grade Point Average*	1.5	1.8	1.75	2.0	2.0	2.0	2.0	2.0

*The Cumulative G.P.A. requirements will be waived after any full-time semester which includes no drops if the student meets the hour requirement and has a G.P.A. for the current semester of 2.0 or greater.

Hours Attempted: The number of hours a student enrolls in will be considered as hours attempted. Withdrawal grades will be counted as hours attempted, whether W, WF, or WP.

Maximum Time: A student will not be eligible for any financial aid after six (6) full-time semesters regardless of G.P.A., hours attempted, or changes of program.

Cumulative Records: A student's entire academic record at Holmes Community College will be evaluated to determine eligibility for financial aid, regardless of whether or not he or she has received aid for all semesters.

Probation: Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

Financial Aid Suspension: Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

Notification: Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

Reinstatement: In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the required hours and G.P.A. as required for satisfactory progress.

Transfer Student: Transfer students will enter with the same status for financial aid as an entering freshman.

Remedial Courses: Since students receive institutional credit and grades for remedial courses, they will be treated in the same manner as regular courses.

Repeating Courses: Students can only repeat courses one time and still have them considered in determining their enrollment status for pur-

poses of receiving financial aid.

Incompletes: A student must remove an incomplete (I) grade within the two weeks following the grading period or the grade automatically becomes an "F". An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

Non-Credit Courses: Non-credit courses will not count in hours attempted.

Withdrawals: Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid. W, WF, and WPs will be counted as hours attempted.

Standards of Progress Review: All students records are reviewed at the end of each semester.

Appeal Process: Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the District Admissions Committee. This appeal should be in writing and presented at least one week prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS.

Note: Financial aid suspension does not prevent a student from attending Holmes Community College if they are not on academic suspension.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid office is located on the first floor of the District Administration Building.

TYPES OF FINANCIAL AID

Grants

Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need, plus an H.C.C. Application for Financial Aid if they want to be considered for more than a Pell Grant. The three types of grants at Holmes Community College are described below:

A. **Federal Pell Grant**
The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student

Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance. Starting in the 1993-94 school year, less than half-time students may be eligible for the Pell.

B. **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time/part-time students with 6 hours or more. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than $200 an academic year. Students must complete the H.C.C. Financial Aid Application to be considered for this grant.

C. **State Student Incentive Grant Program (SSIG)**

This program is administered by the State of Mississippi through the Mississippi Post-Secondary Education Financial Assistance Board. The federal government puts up 50% of the funds and the State of Mississippi matches it. At Holmes Community College only full-time students who are Mississippi residents and who demonstrate financial need will be eligible because of the limited funds allocated to the institution. The amount of award will range from $200 to approximately $1,000 for an academic year. There is a special form the student must sign for this grant. The final approval of a grant is made by the Mississippi Post-Secondary Educational Financial Assistance Board; however, application for this program is processed by Holmes Community College Financial Aid Office. This program is similar to the SEOG Program in basic student requirements and eligibility. Awards for the SSIG Program are made in July.

D. **Mississippi Resident Tuition Assistance Grant (MTAG) Program**

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

– The student must be a current legal resident of Mississippi for the four (4) year immediately preceding application for the MTAG.

– The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
– The student must be receiving less than a full Federal Pell Grant.
– As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
– The student must be accepted on a full-time basis at an eligible institution.
– The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
– The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
– The student must reapply annually.
– The student must meet other criteria as set by the eligible institution.

Award Amount: Up to $500 annually for freshmen and sophomores; Up to $1,000 annually for juniors and seniors.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

E. **Mississippi Eminent Scholars Grant (MESG) Program**
The MESG is a State-sponsored grant available to "first-time-in-college" students and renewal applicants only.

Eligibility:
– The student must be a current legal resident of Mississippi for the four (4) years immediately preceding application for the MESG.
– The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Pro-grams and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.
– The student must be accepted on a full-time basis at an eligible institution.
– The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
– The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
– The student must reapply annually.
– The student must meet other criteria as set by the eligible institution.

Amount Of Award: Up to $2,500 annually, not to exceed the tuition and mandatory fees.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

Student Employment

Federal College Work-Study Program — This program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

The college work-study program is one of the most popular aid programs on campus. If it is offered, students have a chancê to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Starting in the 1994-95 school year Holmes Community College will use 5% of its CWS allocation for community service jobs.

LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the student's bank, credit union, or savings and loan. Students must be enrolled in 6 hours or more per semester at the time the loan checks are picked up. Students who drop below 1/2 time status will have their loans voided.

Federal Stafford Loan (FSL)

Description: This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

Amount: Freshmen undergraduates may borrow up to $2,625 per year, and sophomores up to $3,500, while juniors and seniors can borrow up to $5,500 per year, for a total of up to $23,000. Graduates may borrow up to $8,500 per year with an aggregate total (including undergraduate loans) of $65,500. The amount of each loan may not exceed the school's estimate of educational expenses less financial aid from the school which includes

such things as Pell Grants, CWS, SEOG, VA Benefits, Scholarships, etc., and your expected family contribution.

Loan Origination Fee: Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Loan Eligibility: Effective October 17, 1986, the Federal Stafford Loan Program became a Need-Based Program like CWSP and SEOG.

Interest Rates: The current interest rate is 7.43 variable up to 9 percent per year for first time borrowers.

Repayment: Loans have a minimum repayment of $600 per year or a minimum of $50 per month. Remember, the actual minimum repayment will depend on the total amount borrowed. Repayment begins six (6) months after the last date of half-time enrollment.

Deferment: Borrowers on the loan program may defer payment for up to three (3) years while in the U.S. Military Service, Peace Corp, VISTA, U.S. Public Health Service, National Oceanic and Atmospheric Administration Corp., and Medical Internship. Student Deferment may be granted when the borrower re-enrolls in college half-time or more.

The Federal Student Loan can be canceled only in the event of the borrower's death or permanent and total disability. These loans cannot be canceled or "forgiven" for military service or teaching.

Unsubsidized Federal Stafford Loans

This new loan program is available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992. The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:

A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.

B. **Federal Origination Fee/Insurance Premium:** You will be charged a 3.0% Origination Fee/Insurance Premium on each disbursement of your Unsubsidized Federal Stafford Loan.

Plus Loans

Federal Plus Loans may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. Parents should

talk with their lender about deferment provisions, interest rates, repayment period, and fees. Starting on or after October 1, 1992, all Federal Plus Loan checks will be sent to the institution co-payable to the institution and the parent borrower. The institution is required to collect an Authorization document from the parent before releasing this check to anyone (student) other than the parent. The institution must verify the student's eligibility prior to forwarding the Federal Plus check to the borrower.

SCHOLARSHIPS

Achievement Scholarships

1. Board of Trustees Scholarships
2. President's & Dean's Scholarships:
   Academic, Vocational & Technical Students
3. Valedictorian and Salutatorian Scholarships
4. Skills USA Scholarships
5. Technology Applications Scholarship

Performance Scholarships

1. Athletic Scholarships
2. Cheerleader Scholarships
3. Drama Scholarships
4. Journalism Scholarships
5. Music Scholarships

H CC Development Foundation Scholarships

1. The Belk Family Scholarship
2. The Frank B. Branch Memorial Scholarship
3. The Dr. Paul B. Brumby Memorial Scholarship
4. The Evelyn H. Clark Memorial Drama Scholarship
5. The F.C. & Annie P. Dailey Memorial Nursing Scholarship
6. The Gibson Family Scholarship
7. The Kay Hodges Scholarship
8. Mr. & Mrs. M.C. McDaniel Scholarship
9. The Gayden Schrock Memorial Scholarship
10. The Doris S. and John W. Campbell, Sr. Memorial Scholarship
11. Bain & Corey Scholarship
12. Tim Cummins Memorial Lions Club Baseball Scholarship
13. The 1950 HJC Championship Football Team Athletic Scholarship
14. Eli P. Garrett Scholarship
15. Millennium Teaching Fellowship
16. Ben Branch Memorial Scholarship

Patronage Scholarships

1. The John C. Downey Scholarship

2. The Samuel O. Massey Medical Scholarship Fund
3. Trustmark National Bank Scholarship For Grad. Seniors
4. The Yazoo Rotary Club Vocational-Technical Scholarship
5. The Toyota Technical Education Scholarships
6. The Kelly Gene Cook Scholarship
7. The Michael Klauk Scholarship
8. The Anel Vocational-Technical Sponsorship Program
9. Ivey's Mechanical Company Scholarship
10. The Mississippi Manufacturers' Assn. Chairman's Award
11. The Lexington Foundation Scholarship
12. Genee & Harold B. Nowell Funeral Service Scholarship
13. Madison-Ridgeland Rotary Club Scholarship
14. Peoples Bank & Trust Co.Senior College Scholarship
15. Junior Auxiliary of Grenada Nursing Scholarship

Board of Trustees Scholarship: This scholarship covers the cost of tuition, room and board, fall and spring semesters only. Recipient must be a full-time student with an enhanced ACT composite of 28 or higher. The student must meet all admission requirements and maintain at least a 3.0 cumulative QPA in order to continue to be eligible to receive this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

President's Scholarship: This scholarship covers one-half the cost of tuition, room, & board at Holmes Community College with the exception of the matriculation fee and the student activities fee. It is available to full-time students with an enhanced ACT composite of 24-27. The student must maintain at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

Dean's Scholarship: This scholarship covers the cost of tuition at Holmes Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time students with an enhanced ACT composite of 20 -23. The student must maintain at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

REGULATIONS FOR BOARD OF TRUSTEES', PRESIDENT'S, AND DEAN'S SCHOLARSHIPS

Out-of-state students are not eligible for this scholarship.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships, because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

Student must have official ACT scores on file before award will be made.

Awards will be made to first-time entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same Q.P.A. requirements as native students.

Students who re-test and become eligible for these scholarships or submit their official scores after a registration deadline will not receive their award until the beginning of the next semester, provided they enroll as full-time students and have maintained a cumulative 3.0 Q.P.A.

These scholarships are credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a $100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

SkillsUSA Scholarships: It is proposed that scholarships be awarded to the first place winners of the District SkillsUSA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any vocational-technical program at Holmes Community College that students may choose. It is further proposed that scholarships be awarded to the first place winners in the State SkillsUSA Contest in the areas of Cosmetology, Air Conditioning/Refrigeration, and Collision Repair. In the event that there are not state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. vocational-technical counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the vocational-technical department.

Technology Applications Scholarship: Engineering Technology majors on the Goodman campus who have participated in Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to completers of the secondary program who have competed and/or placed in any event at the Technology Student Associations's annual conference. Engineering Tech students receiving the award must maintain a 2.5 cumulative quality point average. The award of $500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC.

Scholarship Regulations:

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

Cheerleader Scholarships

Scholarships are available to cheerleaders and mascots each semester. This scholarship will be awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

Drama Scholarships

Scholarships are available to students who desire to participate in theatrical productions. Auditions are required. Students may hold drama scholarships concurrently with other scholarships.

Journalism Scholarships

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.*

Choir (Vocal) scholarships are available to students who are musically

talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (HCC Chorale or The Holmes Connection!). Students may hold vocal scholarships concurrently with band scholarships.*

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.*

Holmes Community College Development Foundation Scholarships

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarship: This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Evelyn H. Clark Memorial Scholarship: This is awarded in honor of the late Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Community College. The Scholarship Committee of the Holmes Community College Development Foundation will

select a sophomore as the recipient of this award based on talent, scholarship, character, and dedication.

The F.C. & Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

Gibson Family Scholarship: Scholarship requirements are as follows:

Resident of Webster or Choctaw County

High School Graduate with B average

One-half of annual scholarship paid Fall Semester and remaining one-half paid Spring Semester.

The Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Mr. and Mrs. M.C. McDaniel Scholarship: The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of $400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

The Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of

recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

The Doris S. and John W. Campbell, Sr. Memorial Scholarship: This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

Bain & Corey Scholarship: This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/her growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

Tim Cummins Memorial Lions Club Baseball Scholarship: This scholarship was established by the Kosciusko Lions Club and the Tim Cummins family. The scholarship will be awarded to a resident of Attala County and a member of the Holmes Community College baseball team. The scholarship recipient will be selected on the basis of need, leadership, character and scholastic ability. Students who wish to apply for this scholarship should contact the Director of Financial Aid or the Director of Athletics at Holmes Community College.

The 1950 HJC Championship Football Team Athletic Scholarship: This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

Eli P. Garrett Scholarship: The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative QPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

Millennium Teaching Fellowship: This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students on the ridgeland Campus of Holmes Community College. The students must have a 2.0 GPA and must be majoring in education and will be teachers of science or mathematics in Mississippi.

Ben Branch Memorial Scholarship: This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are avilable from the Holmes Comunity College Foundation Office.

PATRONAGE SCHOLARSHIPS

The John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a $500.00 scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

Samuel O. Massey Medical Scholarship Fund: A fund established by Holmes Community College alumnus Dr. Samuel A. Massey, the monies allotted for scholarships are set aside to train those who wish to pursue training in any field of medicine that requires a degree: associate, baccalaureate, or graduate. While economic need is considered, it is not the sole criteria by which applicants are selected. Scholarship, leadership, and a willingness to donate 10 percent of their time, once admitted to the health-care community, to those in need of medical attention is also a consideration for those selected as recipients. Selection is made each spring by an independent board of directors, with board members representing Holmes Community College and the Massey family. The application deadline is March 1.

Trustmark National Bank Scholarship Program For Graduating Seniors: Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend Holmes Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes Community College, be from a household with a combined income of $20,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite

score of 14 or more on the ACT.

The Yazoo Rotary Club Vocational-Technical Scholarship: This scholarship is sponsored by the Yazoo City Rotary Club for a deserving Yazoo City Vocational-Technical student. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program at Yazoo City Vocational-Technical Center. The applicant must plan to enroll as a full time student at Holmes Community College in a vocational or technical program. This scholarship is in the amount of $500.00 to be paid in four installments of $125.00 for each semester for a student enrolled in a two year program or two installments of $250.00 each for a student enrolled in a one year program. Three letters of recommendation must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes Community College. The Holmes Community College scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

The Toyota Technical Education Scholarships: Given by the Toyota Motor Co. USA, these scholarships are available to second year Automotive Mechanics students. The criteria for selection of these scholarships will be determined by the Automotive Department and the Vocational-Technical Administration.

The Kelly Gene Cook Scholarship: The Kelly Gene Cook Senior Charitable Foundation, Inc. has allotted scholarships to Holmes Community College starting in the fall of the 1994/95 school year. The selection criteria is as follows:

1. Demonstrate a financial need (must apply for financial aid at Holmes Community College)
2. Be in the top 25% of their high school graduating class with a GPA of 3.0 and an ACT score of at least a 19
3. Be an unmarried Mississippi resident without dependents
4. May major in any academic course of study except Physical Education
5. Must complete a minimum of 15 hours each semester and maintain at least a 3.0 average.

The nominees of the Cook Scholarship will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

The Michael Klauk Scholarship: This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr.

Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

The ANEL Vocational-Technical Sponsorship Program: Anel Corporation, an established supplier of custom fabricated metal products, offers sponsorships to qualified high school students and beginning college students pursuing a career in their manufacturing field. They recruit young men and women who posses character, academic skills motivation, and the ability to benefit from advanced training. Full-time employment is available at the successful completion of training.

Ivey's Mechanical Company Scholarship: Ivey's, one the the world's largest plumbing contractors, has realized the necessity of employing workers who possess many skills and who are knowledgeable enough to work with modern technology. A system, much like an apprenticeship, has developed between the company and HCC. Ivey's surveys the district for young men and women who possess the basic skills and motivation to enter this industry. Provisions for summer employment are provided, along with a scholarship to attend HCC for one year. As soon as the student successfully completes the program, he will immediately be fully employed by Ivey's. Interested applicants should contact Ivey's in Kosciusko or the Director of Vo-Tech Education at the Goodman Campus.

Mississippi Manufacturers' Association Chairman's Award: This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses incurred by a full-time day student.

The Lexington Foundation Scholarship: This scholarship is given by the Lexington Foundation of Lexington, Miss. Scholarships each year to Holmes Community College will be awarded to two students from East Holmes Academy, Central Holmes Academy, J.J. McClain and S.V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 3.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met. Students receiving other scholarships or financial assistance will be eligible. Applications are due by April 1.

Genece & Harold B. Nowell Funeral Service Scholarship: This scholarship is sponsored by Ansercall, Inc. of Laurel. To be eligible the applicant must be a returning sophomore student to the Ridgeland Campus of Holmes Community College. Persons residing in Clarke, Covington, Greene, Jasper, Jones, Perry, Smith or Wayne Counties will be considered for the scholarship first followed by other students in the funeral services program. The selection of the scholarship shall be coordinated through the HCC Foundation Executive Committee, the funeral service faculty and the HCC Scholarship Committee. Deadline for receiving applications will be May 1.

Madison-Ridgeland Rotary Club Scholarship: The Madison County Rotary Club Vocational-Technical Scholarship: This scholarship is sponsored by the Madison-Ridgeland Rotary Club for a deserving Madison County Vocational-Technical student living in the Madison-Ridgeland area. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program in the Madison-Ridgeland area schools. The applicant must plan to enroll as a full-time student at Holmes Community College in Ridgeland in a vocational or technical program. Three letters of recommendations must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes. The HCC scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

The Peoples Bank & Trust Co. Senior College Scholarship: This Scholarship will be presented to a graduating student who plans to further his/her education in the field of Business.

Junior Auxiliary of Grenada Nursing Scholarship: The Junior Auxiliary of Grenada awards this scholarship to qualified applicants in the Associate Nursing Degree program and in the Licensed Practical Nursing program. The recipients of the scholarhsip must be enrolled at the Grenada Center of Holmes Community College and must be residents of Grenada county. Applicants must have applied to one of the nursing programs and must have acceptance confirmed. Three letters of recommendation, transcripts of high school and undergraduate study, a recent photograph for newspaper publication, and a photocopy of the expense pages(s) from current catalog must accompany applications. The selection of the scholarship is made by the Junior Auxiliary of Grenada Scholarship Committee and is awarded according to needs of applicants. Deadline for receiving applications will be October 15.

NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Other Financial Aid Resources

1) Veterans' Benefits
2) Vocational Rehabilitation
3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over $600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalogue, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, Goodman, MS 39079.

STUDENT HOUSING
(Goodman Campus Only)

There are seven dormitories on campus providing space for 360 men students and 300 women students. A minimum GPA of 1.75 is required for dorm residents. Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for

the care of the room and its furnishings.

Room reservations are made only after payment of a $50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up to $30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

DORMITORY HOURS

All residence halls open at 4:00 p.m. Sunday afternoons and close at 4:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.

AUTOMOBILES ON CAMPUS

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE
(Goodman Campus Only)

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorance Center. Students must register for a post office box with the Bookstore Manager.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, work-shops, short courses, and other activities designed to meet particular needs.

VETERANS' EDUCATIONAL BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on August 19, 1998, and was implemented beginning with the fall semester of 1998. The statement is in compliance with VA Regulation 14253 (D).

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Ambassadors. The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union (BSU). The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

Concert Chorale. The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Creative Arts Club. The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Delta Epsilon Chi (DEX). Delta Epsilon Chi is an organization for students majoring in Marketing and Management. Activities include emphasis on leadership development, social intelligence, civic consciousness, and vocational understanding. Students attend seminars and state and national conferences. Ridgeland Campus only.

Delta Psi Omega. Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Forestry Club. This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. Grenada Center only.

Health Occupations Students of America (HOSA). HOSA is a national vocational student organization. The purposes of HOSA are twofold: to help students acquire the knowledge, skills, and behavior essential in preparing for a health career and to encourage leadership development, patriotism, and service. Under the direction of the classroom instructor, members strengthen their leadership and citizenship abilities through interaction with business, professional, and other student ogranizations. Ridgeland Campus and Grenada Center only.

The Holmes Connection! This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

Holme-Towne Players. This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

Math and Combined Sciences Club. MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

Phi Theta Kappa. Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

Pi Sigma Eta. Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

SkillsUSA-VICA. Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

Social Science Forum. The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Organization. This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support through-out their nursing education. Membership is open to students enrolled in clinical nursing courses. Grenada Center only.

PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

The GROWL, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

Horizons is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can particpate in an enjoyable activity by joining the *Horizons* staff.

Reflections, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS

AGRICULTURE
ART
AVIATION MANAGEMENT
BIOLOGICAL SCIENCE
BUSINESS ADMINISTRATION/
ACCOUNTING
CHILD CARE/CHILD DEV.
COMPUTER SCIENCE
ELEMENTARY EDUCATION
ENGINEERING
FORESTRY AND WILDLIFE
INDUSTRIAL TECHNOLOGY
LIBERAL ARTS CORE
MATHEMATICS
PRE-CLINICAL LAB SCIENCES
PRE-CYTOTECHNOLOGY
PRE-DENTAL HYGIENE
PRE-LAW
PRE-LPN
PRE-MEDICAL & PRE-DENTAL
PRE-NURSING (B.S.)
PRE-PHARMACY
PRE-PHYSICAL THERAPY
PRE-RADIOGRAPHY TECH
PRE-VETERINARY
PSYCHOLOGY/SOCIAL WORK
SECONDARY EDUCATION:
BIOLOGY/SCIENCE
ENGLISH/SOCIAL SCIENCE
MATHEMATICS
MUSIC-INSTRUMENT
MUSIC-PIANO
MUSIC-VOICE
PHYSICIAL EDUCATION
TECHNOLOGY TEACHER
* NURSING, ADN

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

*AAS is awarded for this program, but it is not a Technical curriculum.

Agriculture

First Year

First Semester

English
- Composition I ..... ENG 1113

General
- Chemistry I ..... CHE 1213

General Chemistry
- Laboratory I ..... CHE 1211

Botany I ..... BIO 1313
College Algebra ..... MAT 1313
American National
- Government ..... PSC 1113

Physical Education 1
Total 17 hrs.

Second Semester

English
- Composition II ..... ENG 1123

General
- Chemistry II ..... CHE 1223

General Chemistry
- Laboratory II ..... CHE 1221

Botany II ..... BIO 1323
*Math 3
Oral
- Communication ..... SPT 1113

Physical Education 1
Total 17 hrs.

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide. (See basic core on page 50)

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

Art

(Goodman Campus)

First Year

First Semester

College Algebra	MAT 1313
Drawing I	ART 1313
Design I	ART1413
English Comp. I	ENG 1113
Laboratory Science	4
Total	16 hrs.

Second Semester

Painting	ART 2513
Drawing II	ART 1323
Sculpture I	ART 2623
Art History II	ART 2723
Humanities Elective	3
Computer Concepts	CSC 1113
Total	18 hrs.

Second Year

First Semester

Painting II	ART 2523
Figure Drawing I	ART 2323
Art History I	ART 2713
Oral Communication	SPT 1113
Social /Behavioral Science	3
Total	15 hrs.

Second Semester

Drawing II	ART 1323
Design II	ART 1423
Sculpture II	ART 2643
Laboratory Science	4
English Comp. II	ENG 1123
Total	16 hrs.

Aviation Management & *Flight Operations

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
History	3
General Psychology	PSY 1513
Music Appreciation	MUS 1113
P.E. Activity	1
Total	16 hrs.

Second Semester

English Comp. II	ENG 1113
Finite Mathematics	MAT 1333
History	3
Oral Communication	SPT 1113
Micro Computer Applications	CSC 1123
Total	15 hrs.

Second Year

First Semester

Literature	3
Prin. of Econ. I	ECO 2113
Elective	3
Prin. of Accounting I	ACC 1213
Lab Science Elective	3
Intro/Computer Concepts	CSC 1113
Total	18 hrs.

Second Semester

Literature	3
Prin. of Econ. II	ECO 2123
Business Statistics	BAD 2323
Prin. of Account II	ACC 1223
Lab Science Elective	3
Total	15 hrs.

This curriculum is designed to articulate with the aviation programs at Delta State University.

*Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the freshman year.

Biological Science

First Year

First Semester

English Composition I	ENG 1113
General Chemistry I	CHE 1213
General Chemistry Laboratory I	CHE 1211
Foreign Language	3
College Algebra	MAT 1313
Zoology I	BIO 2414
Total	17 hrs.

Second Semester

English Composition II	ENG 1123
General Chemistry II	CHE 1223
General Chemistry Laboratory II	CHE 1221
Foreign Language	3
Trigonometry	MAT 1323
Zoology II	BIO 2424
Total	17 hrs.

Second Year

First Semester

Organic Chemistry I	CHE 2424
Foreign Language	3
Social Studies/ Behav. Science	3
Botany I	BIO 1314
Intro/Computer Concepts	CSC 1113
Total	17 hrs.

Second Semester

Microbiology	BIO 2924
Organic Chemistry II	CHE 2434
Botany II	BIO 1324
Foreign Language	3
Oral Communication	SPT 1113
Total	18 hrs.

Business Administration/Accounting

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
History	3	Fine Arts	3
Intro to Business	BAD 1113	Behavioral Science Elective	3
College Algebra	MAT 1313	MicroComputer Applic	CSC 1123 or BAD 2533
Oral Communication	SPT1113		
Elective	3	Literature	1
Total	16 hrs.	Elective	3
		Total	18 hrs.

Second Year

First Semester		Second Semester	
Laboratory Science	4	Laboratory Science	4
Principles of Economics I	ECO 2113	Principles of Economics II	ECO 2123
Legal Environment of Business	BAD 2413	Business Statistics	BAD 2323
Principles of Accounting I	ACC 1213	Principles of Accounting II	ACC 1223
Business Cal. I or Finite	MAT 1513 MAT 1333	Business Comm	BAD 2813
Total	16 hrs.	Total	16 hrs.

Check your senior college catalog for additional requirements of literature, Business Calculus II, foreign language, etc.

Child Care/Child Development

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
History	3	History	3
Gen.Biology I	BIO 1114	Gen.Biology II	BIO 1124
General Psychology	PSY 1513	Intro/Per. Health	HPR 1213
Oral Communication	SPT1113	*Child Psychology	EPY 2513
Total		Total	
16 hrs.		16 hrs.	

Second Year

First Semester		Second Semester	
Literature	3	Literature	3
College Algebra	MAT 1313	Nutrition	HEC 1253/BIO 1613
Physical Science Survey	4	First Aid/CPR	HPR 2213
Intro to Sociology	SOC 2113	Intro to Computers	CSC 1123
*Adolescent Psy.	EPY 2523	Marriage & Family	SOC 2143
Total		*Human Growth/Dev.	EPY 2533
		Total	18 hrs.
16 hrs.			

Consult with your chosen transfer university or college to determine modification of this curriculum. Employees of Head Start will need to have 6 courses in the area of early childhood development (within the associate degree) to become certified for employment after 2003.

*A student may not need EPY 2513, EPY 2523, and EPY 2523. In most cases the student will need either (a) EPY 2513 and EPY 2523 or (b) EPY 2533.

Computer Science

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
*Foreign Language	3
History	3
Calculus I	MAT 1613
Intro. to Computer	
Concepts	CSC 1113
Total	18 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
*Foreign Language	3
Computer	
Programming I	CSC 1613
*Biological Science	3/4
Social Science	
Elective	3
Total	19 hrs.

Second Year

First Semester

Computer	
Programming II	CSC 2623
Calculus III	MAT 2613
*Foreign Language	3
Gen. Physics I	PHY 2414
Fine Arts	3
Total	16 hrs.

Second Semester

Oral	
Communications	SPT 1113
*Foreign Language	3
Gen. Physics II	PHY 2424
Calculus IV	MAT 2623
Literature, Soc. Sci.,	
or Science	3
Total	16 hrs.

* Check your senior college catalog.

Engineering

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
*Graphic	
Communication I	GRA 1143
Trigonometry	MAT 1323
**Humanities/Social	
Science Elective	3
Calculus I	MAT 1613
Total	19 hrs.

Second Semester

English	
Composition II	ENG 1123
CSC Programming Course	3
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Humanities/	
Social Studies Sequence	3
Calculus II	MAT 1623
Total	16 hrs.

Second Year

First Semester

Engineering	
Physics I	PHY 2514
Calculus III	MAT 2613
**Humanities/Social	
Science Elective	6
Fine Arts	3
Total	16 hrs.

Second Semester

Engineering	
Physics II	PHY 2524
Calculus IV	MAT 2623
Oral	
Communication	SPT 1113
Humanities/Social	
Studies Sequence	3
Differential	
Equations	MAT 2913
Total	16 hrs.

*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

*Consult university catalog.

**Fifteen (15) hours are required in the humanities and social science. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.

Forestry and Wildlife

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	General Chemistry II	CHE 1223
General Chemistry I	CHE 1213	General Chemistry Laboratory II	CHE 1221
General Chemistry Laboratory I	CHE 1211	Zoology I	BIO 2414
Botany I	BIO 1314	Oral Communication	SPT 1113
History	3	Fine Arts Elective	3
Physical Education	1	Physical Education	1
Total	17 hrs.	Total	18 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year.

Industrial Technology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Graphic Communications	GRA 1143	Technology Graphics	GRA 1153
Basic Ind. Electricity & Electronics	IED 1813	Wood Technology	IED 1213
College Algebra	MAT 1313	Trigonometry	MAT 1323
Intro to Computer Concepts	CSC 1113	Business Statistics	BAD 2323
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
General Physics I	PHY 2414	General Physics II	PHY 2424
Art Appreciation	ART 1113	Economics I	ECO 2113
General Metal Work	IED 2312	General Psychology	PSY 1513
History	3	Oral Communications	SPT 1113
*Restricted Electives	6	History	3
Total	18 hrs.	Total	16 hrs.

***Restricted Electives (Approved by Advisor):**

Calculus I	MAT 1613
General Chemistry I	CHE 1213
General Chemistry II	CHE 1223

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacture, sale, and distribution of industrial products. Job opportunities are excellent.

Liberal Arts

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Foreign Language	3	Foreign Language	3
College Algebra	MAT 1313	Math Elective	3
Oral Communication	SPT 1113	Music Appreciation	MUS 1113
American Nat. Government	PSC 1113	Introduction to Sociology	SOC 2113
Total	15 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Literature	3	Literature	3
Foreign Language	3	Foreign Language	3
Principles of Economics I	ECO 2113	General Psychology I	PSY 1513
History	3	History	3
Laboratory Science	4	Laboratory Science	4
Intro/Computer Concepts	CSC 1113	Total	16 hrs.
Total	19 hrs.		

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

Mathematics

(Non-Education Major)

First Year

First Semester

English
Composition I ..... ENG 1113
Calculus I ..... MAT 1613
General
Chemistry I ..... CHE 1213
General Chemistry
Laboratory I ..... CHE 1211
Foreign Language 3
History 3
Total 16 hrs.

Second Semester

English
Composition II ..... ENG 1123
Calculus II ..... MAT 1623
General
Chemistry II ..... CHE 1223
General Chemistry
Laboratory II ..... CHE 1221
Foreign Language 3
Computer
Programming I ..... CSC 1613
American
Government ..... PSC 1113
Total 19 hrs.

Second Year

First Semester

Literature 3
Calculus III ..... MAT 2613
Foreign Language 3
General
Physics* ..... PHY 2414
Oral
Communication ..... SPT 1113
Total 16 hrs.

Second Semester

Literature 3
Calculus IV ..... MAT 2623
Foreign Language 3
General
Physics ..... PHY 2414
Differential
Equations ..... MAT 2913
Total 16 hrs.

*Student is encouraged to correspond with his or her chosen senior college on acceptance of PHY 2414 and PHY 2424.

The College offers two options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts.

Pre-Clinical Laboratory Sciences

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Humanities	3
Gen. Chemistry I	CHE 1213	Gen. Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
General Psychology I	PSY 1513	Trigonometry	MAT 1323
College Algebra	MAT 1313	Social/ Behavioral Science	3
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Microbiology	BIO 2924	Intro/Computer Concepts	CSC 1113
Human Anatomy & Physiology I	BIO 2514	Oral Communication	SPT 1113
Organic Chemistry I	CHE 2424	Electives	8
Humanities Elective	3	Fine Arts	3
Total	17 hrs.	Total	15 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 65 transferable hours.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Cytotechnology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
*Psychosocial Elective	3	Oral Communication	SPT 1113
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Elective	1	Elective	3
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Fine Arts	3	Humanities	6
Intro/Computer Concepts	CSC 1113	Microbiology	BIO 2924
Humanities	3	Total	17 hrs.
Total	14 hrs.		

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferringand must have a minimum of 65 hours of transfer credit.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Psychology, Sociology, Economics, Political Science, or Geography.

Pre-Dental Hygiene

First Year

First Semester

English
Composition I ..... ENG 1113
Zoology I ..... BIO 2414
Chemistry I ..... CHE 1213
Chemistry II Lab ..... CHE 1211
Gen. Psychology I ..... PSY 1513
College Algebra ..... MAT 1313
Total 17 hrs.

Second Semester

English
Composition II ..... ENG 1123
Chemistry II ..... CHE 1223
Chemistry II Lab ..... CHE 1221
Nutrition ..... BIO 1613
Intro./Sociology ..... SOC 2113
Child or Adolescent
Psychology 3
Total 17 hrs.

Second Year

First Semester

Human Anatomy &
Physiology I ..... BIO 2514
Intro/Computer
Concepts ..... CSC 1113
Humanities Elective 3
*Business Related Elective 3
Oral Communication .... SPT 1113
Total 16 hrs.

Second Semester

Human Anatomy &
Physiology II ..... BIO 2524
Humanities Elective 3
Fine Arts 3
Psychosocial Elective 3
Microbiology ..... BIO 2924
Total 17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Business, Management, Accounting, or Economics

Elementary Education

First Year

First Semester

English
Composition I ..... ENG 1113
The Real
Number System ..... MAT 1723
Biological Science 4
American National
Government ..... PSC 1113
Music for Children ..... MUS 2513
Total 16 hrs.

Second Semester

English
Composition II ..... ENG 1123
Oral Communication .... SPT 1113
Geometry, Measurement
and Probability ..... MAT 1733
General Psychology ... PSY 1513
Art for Children ART1913
Physical Education 1
Total 16 hrs.

Second Year

First Semester

Literature 3
Human Growth
& Development ..... EPY 2533
World Geography ..... GEO 1113
College Algebra ..... MAT 1313
Physical Science
Survey I ..... PHY 2244
Total 16 hrs.

Second Semester

History 3
Fine Arts 3
Introduction to
Sociology ..... SOC 2113
Intro. to Computer
Concepts ..... CSC 1113
Electives 4
Total 16 hrs.

Pre-Health Information Management

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Zoology I	BIO 2414	*Zoology II	BIO 2424
General Psychology I	PSY 1513	Advanced Math - Suggested	MAT 1333
College Algebra	MAT 1313	Fine Arts	3
Elective	4	Elective	3
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Principles of Accounting I	ACC 1213	Principles of Accounting II	ACC 1223
Humanities Elective	3	Humanities Elective	3
Business Communication	BAD 2813	Oral Communication	SPT 1113
Intro. to Computer Concepts	CSC 1113	Elective	3
Total	16 hrs.	Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*BIO 1134/1144 may be substituted.

Pre-Law

First Year

First Semester

English Composition I	ENG 1113
Foreign Language	3
Western Civ. I	HIS 1113
College Algebra	MAT 1313
Oral Communication	SPT 1113
Activity Elective	1
Total	16 hrs.

Second Semester

English Composition II	ENG 1123
Foreign Language	3
Western Civ. II	HIS 1123
Mathematics	3
American National Government	PSC 1113
Activity Elective	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Laboratory Science	4
General Psychology	PSY 1513
Intro/Computer Concepts	CSC 1113
Total	16 hrs.

Second Semester

Literature	3
Foreign Language	3
Laboratory Science	4
Intro. to Sociology	SOC 2113
Elective	3
Total	16 hrs.

Most law schools require a baccalaureate degree before admission, although they do not prescribe a specific curriculum. Applicants are advised to select a degree which prepares for an alternate career and which utilizes the student's acquired skills and talents. Courses should also prepare the student for community leadership and should focus on the kind of specialization that interests the individual. The program outlined above is suitable for a Liberal Arts-Political Science major or an "undecided" major.

Pre-LPN

One-Year Program for Points on the LPN Admissions Scale

First Semester

English
(ENG 1113 or 1103) 3
General
Psychology I ..... PSY 1513
Biological Science Elective 4
Reading & Study
Skills I ..... REA 1213
Mathematics
(by placement test) 3
Activity Elective 1
Total 16 hrs.

Second Semester

English
(ENG 1123 or 1203) 3
Human Growth &
Develop ..... EPY 2533
Physical Science Survey II,
Nutrition or BIO 2524 .... 3 or 4
Reading &Study Skills II
or Speech 3
Medical Terminology ... BOT 1613
(or Computer Concepts)
Total 15 or 16 hrs.

Program Description: The purpose of this curriculum is to improve the academic foundation of LPN applicants. It is designed to be flexible enough to provide for individual needs such as preparing for an ACT re-test, reviewing basic skills, or completing some of the required courses for future upgrade to ADN or BSN. Substitutions may be made with the prior written approval of the Pre-LPN advisor and the District Vice-President for Academic Programs.

Students who complete this program by
1. earning a minimum of 31 semester hours at Holmes Community College,
2. earn a "C" or higher in each course,
3. earn a 2.5 Q.P.A. or higher

will receive 4 points on the LPN Admission Scale.

After completing this program, students may either apply to an LPN program or continue their studies toward an associate's degree.

Pre-Medical and Pre-Dental

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Gen. Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424
Foreign Language	3	Intro/ Computer Concepts	CSC 1113
Total	17 hrs.	Foreign Language	3
		Total	20 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	Gen. Physics II	PHY 2424
Social Studies/ Behavior Science	3	Oral Communication	SPT 1113
Foreign Language	3	Foreign Language	3
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Total	18 hrs.	Total	18 hrs.

Pre-Nursing (B.S.)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Gen. Bio. for Majors	BIO 1134	Human Growth & Development	EPY 2523
OR Zoology I.	BIO 2414	General Chemistry	CHE 1223
General Chemistry	CHE 1213	Gen. Chemistry Lab	CHE 1221
Gen. Chemistry Lab	CHE 1211	Introduction to Sociology	SOC 2113
General Psychology I	PSY 1513	Microbiology	BIO 2924
College Algebra	MAT 1313	Total	17 hrs.
Total	17 hrs.		

Summer Session (Highly Recommended)

Summer Term I		Summer Term II	
Humanities Elective	3	Humanities Elective	3

Second Year

First Semester		Second Semester	
Microcomputer Applications	CSC 1123	Anatomy & Physiology II	4
Anatomy & Physiology I	4	Nutrition	HEC 1253
History	3	Business Statistics	BAD 2323
PE Activity	1	History	3
Marriage & Family	SOC 2143	Oral Communications	SPT 1113
Fine Arts	3	PE Activity	1
Total	17 hrs.	Total	17 hrs.

This curriculum is designed to meet the admission requirements of the following Schools of Nursing:

University of Mississippi Medical Center
Delta State University
University of Southern Mississippi

Students must complete all admission requirements before transferring. Other Schools of Nursing may have different admission requirements. Students interested in other schools should consult with the Pre-Nursing Advisor or follow the most recent addition of the chosen school's catalog when planning their schedule.

All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Pharmacy

First Year

First Semester

English Composition I	ENG 1113
Gen. Chemistry I	CHE 1213
General Chemistry Laboratory I	CHE 1211
**Calculus I	MAT 1613
Zoology I or Gen. Bio. I/MJR	4
*Elective	3
Total	17 hrs.

Second Semester

English Composition II	ENG 1123
Gen. Chemistry II	CHE 1223
General Chemistry Laboratory II	CHE 1221
Intro/Computer Concepts	3 CSC 1113
Zoology II	BIO 2424
*Elective	3
Total	17 hrs.

Second Year

First Semester

Organic Chemistry I	CHE 2424
Gen. Physics I	PHY 2414
Principles of Accounting I	ACC 1213
*Elective	3
Fine Arts	3
Total	17 hrs.

Second Semester

Organic Chemistry II	CHE 2434
Gen. Physics II	PHY 2424
*Electives	6
Oral Communication	SPT 1113
Total	17 hrs.

*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

**Calculus I is required for admission to pharmacy school. College Algebra and/or Trigonometry may be needed as preparation for Calculus I. but will not fulfill the free elective requirements at the University of Mississippi. Trigonometry or Calculus may be used for the free electives at Holmes,

Pre-Physical Therapy

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
Gen. Chemistry I	CHE 1213	Gen. Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
General Psychology I	PSY 1513	Trigonometry	MAT 1323
College Algebra	MAT 1313	Child or Adolescent Psychology	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 1514	Anatomy & Physiology II	BIO 1524
General Physics I	PHY 2414	General Physics II	PHY 2424
Humanities Elective	3	Humanities Elective	3
Fine Arts	3	Oral Communication	SPT 1113
*Intro/Sociology	SOC 2113	Intro/Computer Concepts	CSC 1113
Total	17 hrs.	Total	17 hrs.

Students applying for the Master of Physical Therapy must have a bachelor's degree. Students should consult the most recent Medical Center catalog when planning their schedule and to determine all admission requirements.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Sociology, Economics, Political Science, or History.

Pre-Radiography Technology

First Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Computer Concepts	CSC 1113	English Composition II	ENG 1123
or Equivalent	(CSC 1123)	Oral Communications	SPT 1113
English Composition I	ENG 1113	Natural Science Elective	3 or 4
College Algebra	MAT 1313	General Psychology	PSY 1513
*Elective	3	Total	16 or
Total	16 hrs.		
17 hrs.			

*Medical Terminology, History, Sociology, Geography, or Philosophy

Second Year

Technical/Clinical Phase is not offered at HCC

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center or one of several other two-year radiographic programs in the state of Mississippi. All applicants for the educational program in radiologic technology at UMC must have an enhanced ACT composite score of al least 19 and at least a 2.0 GPA on at least 26 acceptable semester hours. Applicants interviewed and accepted usually have a much higher GPA.

After completing this program, the student may either apply to a Radiography Program or continue their studies toward an Associate's Degree.

Pre-Veterinary

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424
*Social/Behavioral Science	3	*Social/Behavioral Science	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Gen. Physics I	PHY 2414	Gen. Physics II	PHY 2424
Oral Communication	SPT 1113	*Humanities	3
Intro/ Computer Concepts	CSC 1113	*Fine Arts	3
*Humanities	3	Microbiology	BIO 2924
Total	18 hrs.	Elective	3
		Total	17 hrs.

*To be selected from courses that meet the core curriculum requirements at Mississippi State University.

Psychology/Social Work/Sociology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Psychology	PSY 1513	Intro to Sociology	SOC 2113
College Algebra	MAT 1313	Fine Arts	3
History (Contin.Sequence)	3	History (Contin.Sequence)	3
Foreign Language	3	Foreign Language	3
Physical Ed.	1	Physical Ed.	1
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
American National Gov't	PSC 1113	Intro to Comp. Concept	CSC 1113
Foreign language	3	Foreign Language	3
Oral Communication	SPT 1113	*Elective	3
Lit (Contin.Sequence)	3	Lab Science	4
Lab Science	4	Lit (Contin.Sequence)	3
Total	16 hrs.	Total	16 hrs.

*Suggested electives:

Economics	ECO 2113 or ECO 2123
Marriage & Family	SOC 2123
Geography	GEO 1113
Human Growth & Dev.	EPY 2533
Ethics	PHI 2143

Secondary Education

*Biology/Science Majors

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Gen. Chemistry I	CHE 1213	Gen. Chemistry II	CHE 1223
Gen. Chemistry Laboratory I	CHE 1211	Gen. Chemistry Laboratory II	CHE 1221
History	3	History	3
Botany I	BIO 1313	Botany II	BIO 1323
Total	16 hrs.	Total	16 hrs

Second Year

First Semester		Second Semester	
Literature	3	Elective	3
Zoology I	BIO 2414	Microbiology	BIO 2924
Intro. to Computer Concepts	CSC 1113	Fine Arts	3
General Psychology I	PSY 1513	Zoology II	BIO 2424
Gen. Physics I	PHY 2414	Oral Communication	SPT 1113
Total	17 hrs.	Total	17 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

Secondary Education

English, Social Science, and Library Science

First Year

First Semester

English
Composition I ..... ENG 1113
Western
Civilization I ..... HIS 1113
World Geography (GEO 1113)
or Introduction to
Sociology (SOC 2113) 3
General
Psychology I ..... PSY 1513
College Algebra ..... MAT 1313
Physical Education 1
Total 16 hrs.

Second Semester

English
Composition II ..... ENG 1123
Western
Civilization II ..... HIS 1123
Fine Arts 3
Oral
Communication ..... SPT 1113
American National
Government ..... PSC 1113
Physical Education 1
Total 16 hrs.

Second Year

First Semester

Literature 3
Science 3
American History I ..... HIS 2213
Personal and Community
Health I ..... HPR 1213
Math or Science
Elective 3
Total 15 hrs.

Second Semester

Literature 3
Botany I ..... BIO 1314
American History II ..... HIS 2223
Adolescent
Psychology ..... EPY 2523
Elective 3
Intro/Computer
Concepts ..... CSC 1113
Total 19 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

Secondary Education

Mathematics Majors

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Calculus I	MAT 1613	Calculus II	MAT 1623
History	3	History	3
Fine Arts	3	General Psychology I	PSY 1513
Biological Science	3	Biological Science	3
Physical Education	1	Physical Education	1
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Intro. to Computer Concepts	CSC 1113	Literature	3
Calculus III	MAT 2613	Calculus IV	MAT 2623
Literature	3	Oral Communication	SPT 1113
Personal and Community Health I	HPR 1213	American National Government or	PSC 1113
**Physical Science	3 or 4	Intro. to Sociology	SOC 2113
Total	16 hrs.	Total	16 hrs.

*Trigonometry (MAT 1323) and Calculus I (MAT 1613) may be taken concurrently.

**Student is encouraged to consult the bulletin from his or her chosen senior college for specific course requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science. *Students are advised to take MAT 1313 and MAT 1323 in the summer before their freshman year in order to complete the Calculus sequence before transferring.

Secondary Education

Music — Instrument Majors

First Year

First Semester

English
Composition I ..... ENG 1113
Music Theory I ..... MUS 1214
College Algebra ..... MAT 1313
Major Instrument I 2
Class Piano I ..... MUA 1511
Band I ..... MUO 1111
Oral
Communication ..... SPT 1113
Recital Class I ..... MUS 1910
Total 17 hrs.

Second Semester

English
Composition II ..... ENG 1123
Music Theory II ..... MUS 1224
History 3
Major Instrument II 2
Class Piano II ..... MUA 1521
Band II ..... MUO 1121
General
Psychology I ..... PSY 1513
Recital Class II ..... MUS 1920
Beginning
Conducting ..... MUS 1612
Total 18 hrs.

Second Year

First Semester

Intro/Computer
Concepts ..... CSC 1113
Literature 3
Music Theory III ..... MUS 2214
Major Instrument III 2
Class Piano III ..... MUA 2511
Band III ..... MUO 2111
Music Literature I ..... MUS 2413
Lab Science 3
Recital Class III ..... MUS 2910
Total 17 hrs.

Second Semester

Elective 1
Literature 3
Music Theory IV ..... MUS 2224
Major Instrument IV 2
Class Piano IV ..... MUA 2521
Band IV ..... MUO 2121
Music Literature II ..... MUS 2423
Lab Science 3
Recital Class IV ..... MUS 2920
Total 17 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

Music — Piano Majors

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Music Theory I	MUS 1214	Music Theory II	MUS 1224
College Algebra	MAT 1313	History	3
Piano for Music Majors I	MUA 1573	Piano for Music Majors II	MUA 1583
Class Voice I	MUA 1711	Class Voice II	MUA 1721
Oral Communication	SPT 1113	General Psychology I	PSY 1513
Recital Class I	MUS 1910	Recital Class II	MUS 1920
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Intro/Computer Concepts	CSC 1113	Music Literature II	MUS 2423
Literature	3	Literature	3
Music Theory III	MUS 2214	Music Theory IV	MUS 2224
Piano for Music Majors III	MUA 2573	Piano for Music Majors IV	MUA 2583
Music Literature I	MUS 2413	Beginning Conducting	MUS 1612
Lab Science	3	Lab Science	3
Recital Class III	MUS 2910	Recital Class IV	MUS 2920
Total	18 hrs.	Total	17 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

Secondary Education

Music — Voice Majors

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Music Theory I	MUS 1214	Music Theory II	MUS 1224
College Algebra	MAT 1313	History	3
Voice for Music Education Majors I	MUA 1772	Voice for Music Education Majors II	MUA 1782
Class Piano I	MUA 1511	Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Oral Communication	SPT 1113	General Psychology I	PSY 1513
Recital Class I	MUS 1910	Recital Class II	MUS 1920
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Intro/Computer Concepts	CSC 1113	Music Literature II	MUS 2423
Literature	3	Literature	3
Music Theory III	MUS 2214	Music Theory IV	MUS 2224
Voice for Music Education Majors III	MUA 2772	Voice for Music Education Majors IV	MUA 2782
Class Piano III	MUA 2511	Class Piano IV	MUA 2521
Choir III	MUO 2211	Choir IV	MUO 2221
Music Literature I	MUS 2413	Beginning Conducting	MUS 1612
Lab Science	3	Lab Science	3
Recital Class III	MUS 2910	Recital Class IV	MUS 2920
Total	20 hrs.	Total	19 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

Secondary Education

Physical Education

First Year

First Semester

English
Composition I ..... ENG 1113
History 3
College Algebra ..... MAT 1313
Intro. to Health,
Physical Education,
& Recreation ..... HPR 1313
General
Psychology I ..... PSY 1513
P.E./Varsity Sports Activity 1
Total 16 hrs.

Second Semester

English
Composition II ..... ENG 1123
History 3
Personal and Comm.
Health I ..... HPR 1213
First Aid ..... HPR 2213
Oral
Communication ..... SPT 1113
P.E./Varsity Sports Activity 1
Total 16 hrs.

Second Year

First Semester

PE/Elementary
School ..... HPR 1613
Biology/Non-Majors I .... BIO 1114
*Elective 3
Recreational
Leadership ..... HPR 2323
Intro/Computer
Concepts ..... CSC 1113
P.E./Varsity Sports Activity 1
Total 17 hrs.

Second Semester

Athletic Train/
Treatment ..... HPR 2443
Math or Science
Elective 3
Biology/Non-Majors II .. BIO 1124
Fine Arts 3
Human Growth &
Development ..... EPY 2533
P.E./Varsity Sports Activity 1
Total ..... 16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, Sociology, or Geography.

Secondary Education

Technology Teacher Education

First Year

First Semester

English
Composition I ..... ENG 1113
Graphic
Communications .... GRA 1143
American
Government ..... PSC 1113
College Algebra ..... MAT 1313
General
Psychology I ..... PSY 1513
Total 15 hrs.

Second Semester

English
Composition II ..... ENG 1123
Technology
Graphics ..... GRA 1153
Wood Technology ..... IED 1213
Trigonometry ..... MAT 1323
Natural Science w/Lab
or Higher Level Math 3
Total 15 hrs.

Second Year

First Semester

Fine Arts Elective 3
Basic Ind. Elec. &
Electronics ..... IED 1813
General Physics I ..... PHY 2414
Principles of
Economics I ..... ECO 2113
Oral
Communication ..... SPT 1113
Lit. or Calculus I 3
Total 18 hrs.

Second Semester

Forging and Welding ... IED 2323
History 3
General Physics II ..... PHY 2424
Microcomputer
Applications ..... CSC 1123
Personal & Community
Health ..... HPR 1213
Total 16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.

ASSOCIATE DEGREE NURSING PROGRAM

GRENADA CENTER ONLY

First Summer

Human Anatomy & Physiology I & II ..... BIO 2514, 2524
Total 8 hrs.

First Year

First Semester

English
Composition I ..... ENG 1113
General
Psychology I ..... PSY 1513
Nursing I NUR 1119
Nutrition .....BIO 1613/FCS 1253
Total 18 hrs.

Second Semester

English
Composition II ..... ENG 1123
Oral
Communication ..... SPT 1113
Human Growth ..... EPY 2533
Nursing II ..... NUR 1229
Total 18 hrs.

Second Summer

Microbiology ..... BIO 2924

Second Year

First Semester

Pharmacology ..... NUR 2123
Nursing III ..... NUR 2119
Total 12 hrs.

Second Semester

Nursing IV ..... NUR 2239
Management of
Nursing Care ..... NUR 2243
Total 12 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi** (or other state) **Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi. The ADN Program also provides for Advanced Placement of LPN's in this program.**

Associate Degree Program Options
(Accelerated Programs for LPN)

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). There are three options:

Option One - 12 Month Program

*Criteria for Admissions: The applicant must score a high school reading level or higher on the nursing aptitude test and an 18 or higher on the ACT. Prerequisites: Students are required to have all academic core courses required in the two-year ADN curriculum. They are BIO 2514, BIO 2524, BIO 2924, ENG 1113, ENG 1123, EPY 2533, PSY 1513, BIO 1613/FCS 1253, & SPT 1113.

Summer Term

Nursing Trans I	NUR 3615	Nursing Trans II	NUR 1326
Nursing Trans Lab	NUR 1311		
Total	6 hrs.	Total	6 hrs.

First Year

First Semester		Second Semester	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Pharmacology	NUR 2123	Management of Nursing Care	NUR 2243
Total	12 hrs.	Total	12 hrs.

Total Program - 66 hours

Option Two - Four Semester Program

*Criteria for Admissions: The applicant, without the prerequisites of Option One, must have 18 or higher on the ACT.

First Summer

Human Anatomy & Physiology I & II ..... BIO 2514 & BIO 2524

First Year

NursingTrans Lab ..... NUR 1311
Nursing I
Theory ..... NUR 1115
General
Psychology ..... PSY 1513
English
Composition I ..... ENG 1113
Nutrition ..... BIO 1613/FCS 1253
Total 15 hrs.

Nursing II
Theory ..... NUR 1226
Oral
Communication ..... SPT 1113
Human Growth &
Development ..... EPY 2533
English
Composition II ..... ENG 1123
Total 15 hrs.

Second Summer

Microbiology BIO 2924

Second Year

First Semester

Nursing III ..... NUR 2119
Pharmacology ..... NUR 2123
Total 12 hrs.

Second Semester

Nursing IV ..... NUR 2239
Management of
Nursing Care ..... NUR 2243
Total 12 hrs.

Total Program - 66 hrs.

Option Three - Two-Year Program

*Criteria: Students with ACT scores of 16 or 17 will be considered. Their admittance will be based upon their academic record in their practical nursing program and/or their job performance. The program of study for Option Three is the same as the regular Nursing ADN program.

*Other factors may be considered, such as academic record and clinical experience.

ASSOCIATE DEGREE NURSING MISSION STATEMENT

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:

1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by committment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and nontraditional students while promoting excellence in all areas of nursing.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accrediting Commission. The National League of Nursing Accrediting Commission can be contacted at 61 Broadway, New York City, New York, 1-800-669-1656 for specific program information.

The Holmes Community College Associate Degree Nursing program accepts one class each year, beginning in the Fall semester. Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses with at least a grade of 'C' in the Summer session before beginning nursing classes in the Fall.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. Students with less than the required ACT composite score may be considered for admission if space allows and must have completed a minimum of 12 semester hours with a 2.0 quality point average before being admitted. They must have made at least a grade of C on Anatomy and Physiology courses, which are included in the above 12 semester hours. Each school is permitted an allowance of 10 percent of the previous fall's nursing program admissions for high risk students who do not meet the criteria.

The applicant must have the following information in the ADN Director's office by April 15th. **All of this information must be sent at one time in one package.**

1. School of Nursing Application
2. ACT Score
3. Transcripts from **ALL** colleges previously attended
4. High School Transcript or GED score
5. Evidence of current licensure as a practical nurse if applicable

Applicants must have all this information in to the ADN Director's office before they will be allowed to take the Nurse Entrance Test. The applicant must score a high school reading level or higher on the nursing aptitude test, an 18 or higher on the ACT, and have at least a 2.0 QPA on previous college work. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify for them. Preference is still given, however, according to their position on the point system.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. The freshman class is selected during the spring semester, prior to fall admission based on data as of January 1.

Selection is academically competitive based on the following categories: ACT, and Pre-nursing entrance tests, plus college hours and college Q.P.A. from a regionally accredited school. Additional consideration is given to LPN's, to individuals with 5 years or longer out of high school, and to those who have completed an associate degree or higher in another field since statistics demonstrate these variables to be indicators of success.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their Q.P.A. If these scores are the same, the one with the highest score on the Pre-nursing entrance test will be accepted.

Anytime after the beginning of the spring semester, applications for the

following year will be accepted. All material must be in by April 15. Those applicants with the highest scores will be accepted and will be notified in May.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants should also be CPR certified.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business Technology:			
Accounting Technology	X	X	X
Computer Network Support Technology			X
Computer Programming Technology		X	
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Software Engineering Technology			X
Collision Repair Technology	X		
Electronics Technology		X	
Emergency Medical Technology/Basic	X	X	X
Emergency Medical Technology/Paramedic			X
Engineering Technology:			
Architectural Engineering Technology	X		
Construction Engineering Technology	X		
Drafting & Design Technology	X		
Geographical Information Systems		X	
Industrial Engineering Technology	X		
Industrial Technology	X		
Forest Technology		X	
Funeral Service Technology			X
Heating/AC/Refrigeration Technology	X		
Machine Tool Operation Technology		X	X
Occupational Therapy Assistant			X
Surgical Technology		X	

Work-Based Learning is available to students enrolled in vocational/technical programs.

TECHNOLOGY PREPARATION (Tech Prep)

The primary purpose of the Tech Prep program is to provide to students a non-duplicative sequence of progressive achievement leading to competencies needed for satisfactory performances in meeting educational and employment standards.

The Holmes Community College District collaborates with district secondary schools to plan, organize, develop and implement a tech-prep program in Technology Education. The specific purpose is to develop a combined secondary and postsecondary program which:

1) leads to an associate degree or 2-year certificate;
2) provides technical preparation in at least one area of technology education;
3) builds student confidence in applied mathematics, applied science, and applied communications through a sequential course of study which includes academics;
4) leads to placement in employment.

The tech-prep program is designed to provide the opportunities for the elimination of duplicated learning; better use of instructional resources; more effective technology programs; a better educated student through enhanced educational opportunities that contribute to living and working in a technological society; and to enhance the economic development process of the district.

PROCEDURES FOR ADVANCED PLACEMENT CREDIT IN VO-TECH PROGRAMS

High school seniors who are enrolled in a vocational-technical program and plan to enroll in the same program at Holmes Community College may earn Advanced Placement Credit in Vo-Tech programs where articulation agreements exist. Satisfactory performance on departmental competency exams is required. For a set of application forms and guidelines, contact:

Vice President for Community & Work-Force Development
Holmes Community College
412 West Ridgeland Avenue
Ridgeland, MS 39157

WORK-BASED LEARNING PROGRAM DESCRIPTION

Work-Based Learning is a program that offers supervised work experience for Vocational/Technical majors. The curriculum blends academic and Vocational/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.

Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester/summer session.

Automotive Technology
(Goodman Campus)

First Year

First Semester

Basic Engine Performance	ATT 1414
Basic Fuel Systems	ATT 1513
Engine Repair	ATT 1715
*English Composition	ENG 1113
Total	15 hrs.

Second Semester

Electrical Systems	ATT 1114
Computer Controlled Emission System	ATT 2524
Computerized Engine Controls	ATT 2535
*College Algebra	**MAT 1313
Total	16 hrs.

Second Year

First Semester

Brakes	ATT 1213
Heating/Air Cond.	ATT 2614
Automatic Trans/Axle	ATT 2325
*Humanities/Fine Arts	3
Total	15 hrs.

Second Semester

Steering/Suspension Systems	ATT 2334
Wheel Alignment	ATT 2343
Manual Drive Trans/Axle	ATT 1315
*Oral Communications	SPT 1113
*Social/Behavior Science.	3
Total	18 hrs.

PROGRAM DESCRIPTION: **Automotive Technology** is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

*Students seeking a certificate only are not required to take this course

**MAT 1233 or BOT 1313 & Natural Science may be substituted.

TOYOTA OPTION

The Toyota Technical Education Network is a curriculum which incorporates on-the-job experience with classroom theory to prepare students for employment in today's automotive industry. Through problem solving and hands-on experience, students are exposed to the latest technology and servicing of the various systems on Toyota products.

Tech. Intro. to Toyota	AMT 0213
Automatic Transmission	AMT 2623
Manual Transmission/Transaxle	AMT 3013
Suspension Steering	AMT 4523
Brake Systems	AMT 5523
Electric Mastery (Basic)	AMT 6223
Body Electrical Diagnostic (Advanced)	AMT 6523
Air Conditioning	AMT 7503
Engine Control Systems	AMT 8523

Certificates for the above listed courses are awarded by the Toyota Corporation. These courses can only be taken in conjunction with the Automotive Technology Curriculum. No institutional credit is awarded for these courses.

Business & Office & Related Technology & Computer Information Systems Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 67 to 69 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
MicrocomputerTechnology		X	X
Office Systems Technology	X	X	X
Computer Network Support Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the intergration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area
- preparation for entry level employment and advancement in computer programming and systems analysis

Business & Office and Related Technology are two-year programs of study which require courses in the vocational-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of one of the Business & Office and Related Technology curriculum. Successful completion of the first year of Accounting, Medical Office Technology, Microcomputer Technology, or Office Systems Technology entitles a student to receive an Office Assistant certificate.

Accounting

First Year

First Semester

Business Accounting	BOT 1433
Keyboard Concepts	BOT 1843
Operating Systems	BOT 2143
Applied Business Mathematics	BOT 1313
Mechanics of Communication	BOT 1713
Professional Development	BOT 1213
Total	18 hrs.

Second Semester

English Composition I	ENG 1113
Word Processing	BOT 1143
Keyboard Skillbuilding	BOT 1123
Advanced Business Accting	BOT 1443
Electronic Spreadsheet	BOT 1813
Computerized Accounting	BOT 2413
Total	18 hrs.

Second Year

First Semester

Communication Technology	BOT 2823
Social/Behavioral Science Elective **OR** Prin of Econ. I	ECO 2113
Oral Communication	SPT 1113
Database Manag	BOT 2323
*College Algebra	MAT 1313
Principles of Accounting I	ACC 1213
Total	18 hrs.

Second Semester

Integrated Computer Applications	BOT 2833
Business Comm.	BOT 2813
Principles of Accounting II	ACC 1223
Humanities/Fine Art Elective	3
Payroll Accounting **OR** Work Based Learning	BOT 2463 WBL 1913
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

*BOT 1313 & Natural Science may be substituted.

Medical Office Technology

First Year

First Semester

Mechanics of Communication	BOT 1713
Business Accounting	BOT 1433
OR Prin of Acc. I	ACC 1213
Applied Business Math	BOT1313
Operating Systems	BOT 2143
Keyboard Concepts	BOT 1843
Medical Office Terminology I	BOT 1613
Total	18 hrs.

Second Semester

Word Processing	BOT 1143
Medical Office Concepts	BOT 2743
Medical Office Terminology II	BOT 1623
Humanities/ Fine Arts Elective	3
Computerized Accounting	BOT 2413
Keyboard Skillbuilding	BOT 1123
Total	18 hrs.

Second Year

First Semester

Medical Machine Transcription I	BOT 2523
Social/Behavioral Science Elective	3
Oral Communication	SPT 1113
*College Algebra	MAT 1313
Fund./ Medical Insurance Coding	BOT 2763
English Comp. I	ENG 1113
Total	18 hrs.

Second Semester

Medical Machine Transcription II	BOT 2533
Integrated Computer Applications	BOT 2833
Desktop Publishing	BOT 2133
OR ElecSpreadsheet	
OR Database Man	
OR Records Man	
Bus Communication	BOT 2813
Medical Information Management	BOT 2753
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

*BOT 1313 & Natural Science may be substituted.

Microcomputer Technology
(Grenada Center & Ridgeland Campus)

First Year

First Semester

Business Accounting	BOT 1433
OR Principles of Accounting I	ACC 1213
Professional Development	BOT 1213
Applied Business Math	BOT 1313
Mechanics of Communication	BOT 1713
Keyboard Concepts	BOT 1843
Operating Systems	BOT 2143
Total	18 hrs.

Second Semester

Humanities/ Fine Arts Elective	3
Word Processing	BOT 1143
Social/Behavioral Science Elective	3
English Composition I	ENG 1113
Electronic Spreadsheet	BOT 1813
Computerized Accounting	BOT 2413
Total	18 hrs.

Second Year

First Semester

Communication Technology	BOT 2823
Oral Communcation	SPT 1113
Database Management	BOT 2323
*College Algebra	MAT 1313
Visual BASIC Programming	CPT 1214
Total	16 hrs.

Second Semester

Integrated Computer Applications	BOT 2833
Business Communication	BOT 2813
Network Management	BOT 2153
Desktop Publishing	BOT 2133
Computer Operations	CPT 1313
OR Operating Platforms	CPT 1333
Total	18 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

*BOT 1313 & Natural Science may be substituted.

Business & Office and Related Technology

Office Systems Technology

First Year

First Semester

Business Accounting	BOT 1433
OR Principles of Accounting I	ACC 1213
Keyboard Concepts	BOT 1843
Operating Systems	BOT 2143
Applied Business Math	BOT 1313
Mechanics of Communication	BOT 1713
Professional Dev	BOT 1213
Total	18 hrs.

Second Semester

Electronic Spreadsheet	BOT 1813
Keyboard Skillbuilding	BOT 1123
Word Processing	BOT 1143
English Composition I	ENG 1113
Records Management	BOT 1413
Computerized Accounting	BOT 2413
Total	18 hrs.

Second Year

First Semester

Communication Technology	BOT 2823
Social/Behavioral Science Elective	3
Oral Communication	SPT 1113
*College Algebra	MAT 1313
Database Management	BOT 2323
Machine Transcription	BOT 1513
Total	18 hrs.

Second Semester

Business Communication	BOT 2813
Humanities/Fine Arts Elective	3
Administrative Office Procedures	BOT 2723
Integrated Computer Applications	BOT 2833
Desktop Publishing	BOT 2133
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

*BOT 1313 & Natural Science may be substituted.

Computer Network Support Technology (LAN)
(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Social/Behavioral Science Elective	3
Operating Platforms	CPT 1333	**Survey of Microcomputer Applications	CPT 1323
Microsoft Windows-Installing and Configuration	CNT 1634	Network Administration Using Microsoft Windows NT Serv	CNT 1624
Fundamentals of Data Communication	CNT 1414	Network Components	CNT 1524
Internet Concepts	CNT 1513	*Programming Elective	4
Total	16 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Business Communications	BOT 2813	Oral Communication	SPT 1113
Adv Network Admin Using Microsoft Win NT	CNT 2644	Project Management	CNT 2544
***College Algebra	MAT 1313	Network Administration Using Linux	CNT 1654
System Maintenance	CNT 2423	English Compostion II	ENG 1123
Network Planning and Design	CNT 2533	*Programming Elective	4
Total	16 hrs.	Total	18 hrs.

Computer Network Support Technology (LAN) is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

* Program electives should be chosen from the following list:

Visual BASIC Programming Language	CPT 1214
Advanced Visual BASIC Programming	CPT 2434
Java Programming Language	CPT 1414
Database Programming	CPT 2244
C Programming Language	CPT 2284
Script Programming Languages	CPT 2444

**Substitution: CSC 1123

***MAT 1233 & Natural Science may be substituted.

Computer Information SystemsTechnology

Computer Programming Option
(Grenada Center)

First Year

First Semester

Professional Development	BOT 1213
Prog. Dev.Concepts	CPT 1144
Prin./Accounting I	ACC 1213
OR Bus. Acct.	BOT 1433
English Composition I	ENG 1113
Programming Language Elective	4
Total	17 hrs.

Second Semester

Database Design Fundamentals	CPT 1353
Humanities/ Fine Arts Elective	3
Oral Communication	SPT 1113
Operating Platforms	CPT 1333
Microcomputer App.	CPT 1323
OR Oper. Sys	BOT 2143
*College Algebra	MAT 1313
Total	16 hrs.

Second Year

First Semester

***Elective	3
Network Fund	CPT 2373
Computerized Accounting	BOT 2413
** Programming Language Elective	4
**Programming Language Elective	4
Total	17 hrs.

Second Semester

**Programming Language Elective	4
**Programming Language Elective	4
Systems Analysis & Design	CPT 2354
Social/Behavioral Elec.	3
Total	15 hrs.

Computer Programming Technology is a two-year program that is designed to offer training in the develoment of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programiing curriculum. Stufents enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science may be substituted.

**Programming Language Electives:

Visual BASIC Programming Language	CPT 1214
Java Programming language	CPT 1414
RPG Programming Language	CPT 1224
COBOL Programming Language	CPT 1234
Advanced RPG Programming Language	CPT 2264
Advanced COBOL Programming Lang	CPT 2274
Database Programming Language	CPT 2244
Advanced Visual BASIC	CPT 2434

***Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.

Computer Information SystemsTechnology

Software Engineering Technology
(Ridgeland Campus)

First Year

First Semester

Social/Behavioral Science elective	3
Operating Platforms	CPT 1333
Programming Development Concepts	CPT 1144
Java Programming	CPT 1414
Internet Concepts	CPT 1513
Total	17 hrs.

Second Semester

English Composition I	ENG 1113
*Survey of Microcomputer Applications	CPT 1323
Network Administration Using Microsoft	CNT 1624
Visual Basic Script Programming	CPT 2444
Total	18 hrs.

Second Year

First Semester

Business Communications	BOT 2813
Advanced Visual BASIC	CPT 2434
**College Algebra	MAT 1313
Business Accounting	BOT 1433
C Programming	CPT 2284
Total	17hrs.

Second Semester

Oral Communication	SPT 1113
Linux	CNT 1654
Computerized Accounting	BOT 2413
Humanities	3
Database Programming	CPT 2244
Total	17 hrs.

Software Engineering Technology is a two-year program that is designed to offer training in the development of Business Application software. An Associate of Applied Science degree is earned upon successful completion of the software Engineering Technology curriculum. Students enrolling in this program must meet the Colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

*May substitute CSC 1123

**MAT 1233 & Natural Science may be substituted.

Collision Repair Technology

(Goodman Campus)
First Year

First Semester		Second Semester	
Restraint Systems & Interior Trim	ABT 1113	Bolted Units, Assy., & Electrical Sys	ABT 1123
Automotive Body Welding & Cutting	ABT 1213	Body Panel & Upper Structural Repair I	ABT 1423
Sheet Metal Repair	ABT 1414	Glass & Hardware Install & Sealing	ABT 1133
*Humanities/Fine Arts Elective	3	Refinishing II	ABT 1324
*English Composition I	ENG 1113	*College Algebra	***MAT 1313
Refinishing I	ABT 1313	Total	16 hrs.
Total	19 hrs.		

Second Year

First Semester		Second Semester	
Refinishing III	ABT 2333	Frame & Underbody II	ABT 2524
Frame & Underbody I	ABT 2513	**Technical Electives	5
Body Panel & Upper Structural Repair II	ABT 2434	Collision Analysis & Estimation	ABT 2713
Fiberglass & Plastic Repair	ABT 2613	*Oral Communication	SPT 1113
*Social/Behavior Science Elective	3	*Science & Technology	ATE 1113
Total	16 hrs.	Total	18 hrs.

**Certificate only courses *AAS required courses

Approved Technical Electives:

Special Problem C.R. Technology	ABT 2911, 2912 or 2913
Work-Based Learning C.R. Technology	ABT 2921, 2922, or 2923
Shop Operation & Management	ABT 2813

***BOT 1313 or MAT 1233 & Natural Science may be substituted.

PROGRAM DESCRIPTION: **Collision Repair Technology** is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.

Electronics Technology

(Grenada Center)

First Year

First Semester

Digital Electronics	EET 1214
D.C. Circuits	EET 1114
College Algebra	MAT 1313
Fund./Electronics	EET 1192
Computer Related Elective	3
Total	16 hrs.

Second Semester

Solid State Devices	EET 1334
A.C. Circuits	EET 1123
*Technical Elective	3
*Technical Elective	3
English Comp I	ENG 1113
Total	16 hrs.

Second Year

First Semester

Linear Integrated Circuits	EET 2334
Humanities/ Fine Arts Elective	3
Microprocessors	EET 1324
Oral Communication	SPT 1113
*Technical Elective	3
Total	17 hrs.

Second Semester

Interfacing Techniques	EET 2514
Social/Behavioral Science Elective	3
*Technical Elective	4
Electronic Comm.	EET 2414
Total	15 hrs.

PROGRAM DESCRIPTION: **Electronic Technology** an instructional program that prepares individuals to support the electronic engineer and other professionals in the development, modification, and testing of electronic circuits, devices, and systems. This course of study provides instruction in prototype development and testing; systems analysis including selection, installation, calibration, and testing; solid-state and microprocessor controlled circuits; and the application of engineering data to specific problems in the electronics field.

*Suggested Technical Electives:	
Visual BASIC Programming	CPT 1214
Physical Science Survey	PHY 2414
Principles of CAD	ENT 1313
Operating Systems	BOT 2143
Blue print Reading	MST 1413
General Physics	PHY 2414
Trigonometry	MAT 1323

Emergency Medical Technology – Paramedic
(Ridgeland Campus)

Prerequisites: A & P I & II and National Registered EMT Basic

First Year

First Semester

Preparatory	EMT 1123
Pathophysiology	EMT 1213
Airway Mgmt.	EMT 1313
Patient Assest.	EMT 1414
Clinical Internship I	EMT 1511
*Microcomputer App.	BOT 1133
Total	17 hrs.

Second Semester

Special Considerations	EMT 1423
Pharmacology	EMT 1613
Trauma	EMT 1714
Acute Cardiology	EMT 1814
Clinical Internship II	EMT 1523
Total	17 hrs.

Summer Semester

Maternal/Child Health	EMT 1435
Clinical Internship III	EMT 1532
English Composition I	ENG 1113
Oral Communication	SPT 1113
Total	13 hrs.

Second Year

First Semester

Clinical Internship IV	EMT 2541
Field Internship I	EMT 2552
Trauma II	EMT 2724
Advanced Cardiology	EMT 2824
Medical Emergencies I	EMT 2834
Psychology	PSY 1513
Total	13 hrs.

Second Semester

Field Internsip II	EMT 2564
Medical Emergncies II	EMT 2845
Team Management	EMT 2915
Fine Arts/Humanities	3
Total	17 hrs.

*CSC 1123 Or CPT 1323 will also satisfy this requirement.

Total hours for Emergency Medical Technology Program 82 hrs.

PROGRAM DESCRIPTION: **The Emergency Medical Technology – Paramedic (EMT-P)** is a post-secondary program drawing its students from individuals already possessing a valid EMT-Basic state certification and having Anatomy & Physiology I & II with a grade point average of 2.0. Each student must be 18 years or older and possess a high school diploma or GED certificate.

This program is a minimum of five-semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an associate degree from the college and be able to sit for the the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation and is accredited by the Commission of accreditation of Emergency Mefdical Services Paramedic Committee (CoAEMSP).

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript from the high school or GED office.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. Applicants must provide a copy of a physical examination indicating proof of physical fitness.
6. Applicants must be nationally registered as an EMT-Basic.
7. Applicants must have successfully passed Anatomy & Physiology I & II with a Q.P.A. of 2.0 or higher.

Engineering Technology

Program Description

The Engineering Technology Department offers six areas of concentration. Each area (except the GIS One-Year Option) leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

Areas of Concentration

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Geographical Information Systems Option

Industrial Engineering Technology

Industrial Technology

Architectural Engineering Technology

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
Construction Materials	ENT 1213
Graphic Comm.	ENT 1113/GRA 1143
Principles of CAD	ENT 1313
Total	15 hrs.

Second Semester

English Comp. II	ENG 1123
Trigonometry	MAT 1323
Approved Elective	3
Oral Communication	SPT 1113
Intermedicate CAD	ENT 1323
Hum/Fine Arts Elective	3
Total	18 hrs.

Second Year

First Semester

Architectural Design I	ENT 1613
Architectural History	ENT 2713
Advanced CAD	ENT 2343
Lab Science	4
Social/Behavioral Science Elective	3
Total	16 hrs.

Second Semester

Architectural Design II	ENT 2623
Architectural Rendering	ENT 2643
Statics & Strengths	ENT 2253
Approved Elective	3
Lab Science	4
Total	16 hrs.

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architects' offices, design-builders, engineering firms, governmental agencies, real estate development firms, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

Engineering Technology

Construction Engineering Technology

First Year

First Semester

Construction Materials	ENT 1213
Graphic Comm.	ENT 1113/GRA 1143
Principles of CAD	ENT 1313
English Comp. I	ENG 1113
College Algebra	MAT 1313
Total	15 hrs.

Second Semester

Elementary Surveying	ENT 1413
Approved Elective	3
Intermedicate CAD	ENT 1323
English Comp. II	ENG 1123
Trigonometry	MAT 1323
Oral Communications	SPT 1113
Total	18 hrs.

Second Year

First Semester

Architectural Design I	ENT 1613
Accounting I	ACC 1213
Lab Science	4
Hum/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Total	16 hrs.

Second Semester

Economics I	ECO 2113
Legal Environ/Bus	BAD 24133
Statics & Strengths	ENT 2253
Lab Science	4
Cost Estimating	ENT 2243
Total	16 hrs.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. Construction is the largest and most diversified industry in the country, accounting for approximatley 10 percent of the gross national product. The key professional in this vast expertise is the construction manager. The construction manager has final responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential sectors.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study, thereby leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

Engineering Technology

Drafting & Design Technology

First Year

First Semester

English Comp. I .....ENG 1113
College Algebra ..... MAT 1313
Graphic .....
Comm. ... ENT 1113/GRA 1143
Construction
Materials ..... ENT 1213
Principles of CAD ..... ENT 1313
Hum/Fine Arts Elective 3
Total 18 hrs.

Second Semester

English Comp. II .....ENG 1123
Technology Graphics
..... ENT 1133/GRA 1153
Intermediate CAD ..... ENT 1323

Approved Elective 3

Quality Assurance .....ENT 2263
Total 15 hrs.

Second Year

First Semester

Oral Communication .... SPT 1113
Architectural Design I ... ENT 1613
G, D, & T .... ENT 1143
Advanced CAD . ... ENT 2343
Structural Drafting . .... ENT 2233
Total 15 hrs

Second Semester

Approved Elective 3
Social/Behavioral
Science Elective 3
Civil Drafting ..... ENT 2153
Cost Estimating ..... ENT 2243
Statics & Strengths .... ENT 2253
Arch.Design II ..... ENT 2623
Total 18 hrs.

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous. The program uses both manual and CAD (Computer Aided Drafting &Design) techniques to allow the individual student a broad based background in the drafting & design market.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Trade & Technical Studies. (Consult advisor for requirements for transfer.)

Geographical Information Systems Option
One-Year Program
(Grenada Center)

Elementary Surveying	ENT 1413
Database Construction & Maintenance	GIT 2113
Graphics Communication	ENT 1113
Fundamentals of Geographical Information Systems	GIT 2123
Principles of CAD	ENT 1313
Total First Semester	15 hrs.

Advanced Geographical Information Systems	GIT 2263
Intermediate CAD	ENT 1323
Mapping and Topography	ENT 2423
Remote Sensing	GIT 2273
Technical electives	6
Total Second Semester	18 hrs.

Technical Electives:

Principles of Image Processing	GIT 2133
Advanced CAD	ENT 2343
Special Problem in Geographical Info Systems Tech	GIT 291(1-3)
Supervised Work Exp in Geographical Info Systems Tech	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 33 semester credit hours of required courses.

Engineering Technology

Industrial Engineering Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Graphic Comm.	ENT 1113/GRA 1143	Approved Electives	6
Wood Tech	ENT 1223/IED 1213	Oral Communication	SPT 1113
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Social/Behav. Science Elective	3	Man.Management	ENT 2443
Humanities Elective	3	**OR** Bus.Statistics	BAD 2323
Approved Elective	3	Humanities Elective	3
Lab Science	4	Quality Assurance	ENT 2263
Fine Arts Elective	3	Lab Science	4
Total	16 hrs.	Programming Elec.	3
		Total	16 hrs.

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

Engineering Technology
Industrial Technology

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
Wood Tech	ENT 1223
Graphic Comm.	ENT 1113/GRA 1143
Principles of CAD	ENT 1313
Total	15 hrs.

Second Semester

English Comp. II	ENG 1123
Trigonometry	MAT 1323
Oral Communication	SPT 1113
Business Statistics	BAD 2323
Technology Graphics	ENT 1133/GRA 1153
Social/Behav Science	3
Total	18 hrs.

Second Year

First Semester

Hist/Artcrafts	ENT 2413/IED 2413
OR Fine Arts Elec	3
Humanities Elec.	3
Lab Science	4
Basic Elec. & Electron	ENT 1813
Humanities Elective	3
Total	16 hrs.

Second Semester

Programming Elective	3
Forging & Welding	ENT 2323
Principles/ Man. Manag	ENT 2443
Approved Elective	3
Lab Science	4
Total	16 hrs.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

Forest Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Micro Applications	CPT 1323	Forest Mensuration I	FOT 1114
OR Oper.Sys	BOT 2143	Silviculture I	FOT 2614
English Composition I	ENG 1113	Approved Elective	3
App. Dendrology	FOT 1713	Humanities/Fine Arts Elective	3
Survey of Forestry	FOT 1813	Botany	BIO 1314
Forest Surveying	FOT 2124	**OR** Natural Science Elective	
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
*Technical Elective	4	*Technical Electives	9
Timber Harvesting	FOT 2424	Applied Soil Conservation	AGT 1714
Oral Communication	SPT 1113	Total	13 hrs.
Social/Behavioral Science Elective	3		
** College Algebra	MAT 1313		
Total	17 hrs.		

PROGRAM DESCRIPTION: **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

***Approved Technical Electives:**

Forest Mensuration II	FOT 1124
Forest Protection	FOT 1314
Forest Products Utilization	FOT 1414
Silviculture II	FOT 2624
Work Based Learning	WBL 191(1-3) - 293(1-3)
Principles of Accounting I	ACC 1213
Special Problem in Forest Technology	FOT 291(1-3)
The Legal Environment of Business	BAD 2413
Applications of GIS/GPS in Forestry	FOT 2213
Internship for Specialization	FOT 2914
Internship for Specialization	FOT 292(1-6)

** BOT 1313 or MAT 1233 & Natural Science may be substituted.

Funeral Service Technology
(Ridgeland Campus)

First Year

First Semester

English Composition I	ENG 1113
**College Algebra	MAT 1313
Mortuary Anatomy I	FST 1113
Embalming I	FST 1213
Funeral Directing	FST 1313
Intro. to Computers	CSC 1113
Total	18 hrs.

Second Semester

Mortuary Anatomy II	FST 1123
Embalming II	FST 1223
Pathology	FST 2623
Principles of Accounting I	ACC 1213
Restorative Art	FST 1513
Clinical I	FST 123[illegible]
Total	16 hrs.

Second Year

First Semester

Funeral Service Ethics & Law	FST 1413
Color & Cosmetics	FST 2523
Sociology	SOC 2113
or Psychology	PSY 1513
Thanatochemistry	FST 2273
Microbiology	FST 2613
Clinical II	FST 1241
Total	16 hrs.

Second Semester

English Composition II	ENG 1123
Psychol. Counsel/ Funeral Service	FST 2713
Funeral Merchandising & Management	FST 2323
*Comprehensive Review	FST 2811
Oral Communication	SPT 1113
Legal Environ/Bus	BAD 2413
Total	16 hrs.

Directed Elective:

Work Based Learning in Funeral Services Technology ..... WBL 191(1-3)

PROGRAM DESCRIPTION: The **Funeral Service Technology Program** is a structured series of of course experiences. The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure.

Aims and Purposes

To increase knowledge about the Funeral Service Profession.
To provide a curriculum at the post-secondary level which utilizes innovative instructional practices and technology.
To educate students and promote skill development in each phase of the Funeral Service Profession.
To encourage research in the field of Funeral Service.
To emphasize high standards of ethical conduct.
To comply with public health safety and regulatory guidelines.
To identify and explore career options within the Funeral Service Industry.

The Funeral Services Technology program is accredited by the American Board of Funeral Service Education.

*Must be taken during the last semester of coursework. Each FST course must be passed with an overall grade of 75 in order to graduate and complete the program.

**BOT 1313 or MAT 1233 & Natural Science may be substituted.

Funeral Service Technology Promotion Policy

1. Complete the prescribed set of courses for the Funeral Service Technology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST 2811 Comprehensive Review must be taken in the last semester of course work.
4. Each Funeral Service Technology course must be passed with an average of 75 in order to graduate and complete the program.

Heating, Ventilation, AC, & Refrig. Technology
(Goodman Campus)

First Year

First Semester

Basic Compression .... ACT 1125
Elec/Heat, Refrig, AC .. ACT 1713
Tools & Piping ..... ACT 1133
***Restricted Technical
Elective 2
*English
Composition I ..... ENG 1113
Total 16 hrs.

Second Semester

Refrig. Sys. Comp. ..... ACT 1313
Profess. Service
Procedures ..... ACT 1813
Controls ..... ACT 1213
**College Algebra ..... MAT 1313
***Restricted Technical
Elective 2
Total ..... 14 hrs.

Second Year

First Semester

Air Conditioning I ..... ACT 2414
Heating Systems ..... ACT 2513
Heat Load & Air
Properties ..... ACT 2624
***Restricted Technical
Elective 2
*Oral
Communication ..... SPT 1113
*Humanities/Fine Arts
Elective 3
Total 19 hrs.

Second Semester

Air Conditioning II ..... ACT 2424
Commercial
Refrigeration ..... ACT 2324
Refrigerant, Ret.
& Reg. ..... ACT 2433
***Restricted Technical
Elective 1
*Social/Behavioral
Science Elective 3
Total 15 hrs.

*Students seeking a certificate only are not required to take this academic course.

** MAT 1233 or BOT 1313 & a Natural Science may be substituted.

***Restricted Technical Electives:
Special Projects in AC ..... ACT 2911-3
Supervised Work Exp in AC ACT 2921-6
Other Technical Electives w/Instructor Consent

Students who lack entry level skills in math and/or reading will be provided related studies. Related essential skills will be taught co-curricular.

Heating and Air Conditioning Technology is an articulated certificate/technical instructional program that prepares indjviduals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Industrial Maintenance Mechanics
(RidgelandCampus)

One-Year Certificate

First Year

First Semester

Indus. Elec.	IMM 1814
I M Blueprint Read	IMM 1132
Power Tools	IMM 1224
Indus Maintenance Math & Measure	IMM 1122
Total	12hrs.

Second Semester

Piping & Hydro-Test	IMM 1315
Maintenance Welding & Metals	IMM 1734
Micro Com App.	CPT 1323
Total	12 hrs.

Summer Session

Special Projects in Industrial Maintenance Mechanics	IMM 1914
Supervised Work Experience in Indus Main Mechanics	IMM 1926
Total	10 hrs.

Industrial Maintenance Mechanics is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

Certificate programs in Industrial Maintenance Trades require a minimum of 33 semester hours credit.

Students who lack entry level skills in math and/or reading will be provided related studies. Related studies will be taught co-curricular.

Machine Tool Technology

(Grenada Center)

First Year

First Semester

*English Composition I	ENG 1113
Advanced Shop Math	MST 1313
Blueprint Reading	MST 1413
Power Machinery I	MST 1115
Technical Elective	3
Total	17 hrs.

Second Semester

*College Algebra	**MAT 1313
Power Machinery II	MST 1125
Precision Layout	MST 1613
Advanced Blueprint	MST 1423
Technical Elective	3
Total	

Second Year

First Semester

*Humanities/ Fine Arts	3
Principles of CAD	ENT 1313
Power Machinery III	MST 2135
Computer Numerical Control Operations I	MST 2714
Total	15 hrs.

Second Semester

Power Machinery IV	MST 2144
Computer Numerical Control Operations II	MST 2725
Metallurgy	MST 2812
*Oral Communication	SPT 1113
*Social/Behavioral Science Elective	3
Total	17 hrs.

Machine Tool Technology is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

*Students seeking a certificate only are not required to take this academic course.

**MAT 1233 or BOT 1313 & a Natural Science may be substituted.

Occupational Therapy Assistant Program
(Ridgeland Campus)

First Year

First Semester

A & P/ Occ.Therapy	OTA 1134
English Comp. I	ENG 1113
Gen. Psychology	PSY 1513
Foun. Occ.Therapy	OTA 1113
Wellness Systems	OTA 1142
Occupational Therapy Skills I	OTA 1423
Total	18hrs.

Second Semester

Pathology Psychiatric Cond	OTA 1213
Kinesiology	OTA 1314
English Comp II	ENG 1123
Human Growth	EPY 2533
Group Process	OTA 1513
Therapeutic Media	OTA 1413
Total	19 hrs.

Summer Semester

Fieldwork IA Psychosocial	OTA 1913
Path/Physical Disability Cond.	OTA 1223
Occupational Therapy Skills II	OTA 1433
Path/Developmental Conditions	OTA 1233
Total	12 hrs.

Second Year

First Semester

Oral /Communication	SPT 1113
Occupational Therapy Skills III	OTA 2443
Concepts/Occupational Therapy	OTA 2713
Fieldwork I/Pysical Dys/Pediatrics	OTA 2935
*College Algebra	MAT 1313
Microcomputer App	CSC 1123
Total	20 hrs.

Second Semester

Level IIA Fieldwork	OTA 2946
Level IIB Fieldwork	OTA 2956
Occ.Ther Trans	OTA 2961
Total	13 hrs.

TOTAL Hours for Graduation Requirements 82

*MAT 1233 & a Natural Science may be substituted.

The Occupational Therapy Assistant curriculum is a two-year program of study that prepares an individual to work under the direction of a certified Occupational Therapist to administer treatment pertinent to restorative, preventive, and maintenance programs. The focus is on the development and maintenance of capacity to perform those tasks essential to productive living and to the mastery of self and the environment. Students are provided with Level I and II fieldwork experiences to further their knowledge and skills through demonstration and application. Clinical Fieldwork sites will be available in several states, including Mississippi. It is the responsibility of each student to pay for room, board, and other travel expenses. This program prepares the graduate to practice in a variety of health care settings as a member of the health care team. Opportunities for employment are varied and extensive. Admission to the program is selective and competitive.

Program Accreditation Status

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at the following address:

4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1120
Phone Number: (301) 652-AOTA
website: www.aota.org

Professional Certification

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the national certification examination for the Occupational Therapy Assistant that is administered by the National Board of Certification of Occupational Therapy (NBCOT).

NBCOT
800Frederick Ave., Suite 200
Gaithersburg, MD 20877-4150
301-990-7979
www.nbot.org

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT

- Complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions.
- A 2.00 cumulative quality point average on all credits applied toward degree.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must adequately complete an application packet and submit all information requested. This will include but is not limited to a Holmes Community College application, an Occupational Therapy Assistant Program application, high school transcript or GED scores, and all college transcripts. For application purposes, students may submit student copies of transcripts; however upon final admission into the OTA Program the student will be required to submit OFFICIAL college transcripts to the Office of Admissions & Records.
2. All applicants will be required to submit an official ACT composite score.This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. The applicant will be required to complete a minimum of 16 hours of volunteer work in health care or community-based settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
   a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
   b. Volunteer hours must be performed in at least two different settings.
4. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
5. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.

Surgical Technology
(Grenada Center)

Option One - 12 Month Program
First Year

First Semester

Fund/Surgical Tech ..... SUT 1113
Prin. of Surgical
Techniques ..... SUT 1216
Surgical Anatomy ..... SUT 1314
Surgical
Microbiology ..... SUT 1413
English
Composition I ..... ENG 1113
Total 19 hrs.

Second Semester

Basic & Related Surgical
Procedures ..... SUT 1518
Specialized Surgical
Procedures ..... SUT 1528
Total 16 hrs.

Summer Term (8 weeks)

Advanced Surgical Procedures ..... SUT 1538

Option Two - 24 Month Program
Second Year

First Semester

Oral
Communications ..... SPT 1113
Microbiology ..... BIO 2924
*College Algebra ..... MAT 1313
Anatomy &
Physiology I ..... BIO 1514
**Approved Elective 3
Total 17 hrs.

Second Semester

Humanities/Fine Arts
Elective 3
Social/Behavioral Science 3
**Approved Electives 6
Anatomy &
Physiology II ..... BIO 1524
Total 16 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies.Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**Approved Electives:

CHE 1213 with CHE 1211
BIO 1134
BIO 1144
MAT 1313
EPY 2513
EPY 2523
HEC 1253
HPR 1213
SOC 2143
*MAT 1233 or BOT 1313 & a Natural Science may be substituted.

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Liasion Council on Certification for the Surgical Technologists to take the Surgical Technologist Certifying Examination and become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooporation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

SURGICAL TECHNOLOGY ADMISSION POLICY

The Holmes Community College surgical technology program accepts one class each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a condidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
   1. Completed application for HCC
   2. Completed Surgical Technology application
   3. ACT score
   4. Transcripts from **ALL** colleges previously attended
   5. High school transcript or GED score

6. Tests scores and records will be reviewed. An admissions commitee selects students in the surgical technology program from qualified ap plicants. The committee screens applicants who have met admission quidelines and have submitted required forms and documentation uti . lizing a standardized evaluation form.

7. After notification of acceptance, the student will be required to submit the following:
   1. A standardized physical exam form proving current physical ..... health.
   2. Proof of current immunizations.
   3. CPR-C / Healthcare provider certification.

NOTE! This program is taught only at the Grenada Center.

Admission requirements for all students must be met within 4 weeks of the end of registration.

VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and cap ability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

A certificate is awarded upon successful completion of vocational courses.

VOCATIONAL EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing		X	X

*Affiliated with several area Hospitals

Cosmetology

(Goodman Campus)

One Year Certificate

First Semester

Fundamentals of Cosmetology	COV 1117
Cosmetology Theory I	COV 1213
Scalp and Hair Care Treatment	COV 1311
Hair Shaping	COV 1321
Art/Hair Design	COV 1372
Manicure and Pedicure	COV 1512
Total	16 hrs.

Second Semester

Cosmetology Theory II	COV 1225
Chemical Hair Relaxing	COV 1352
Permanent Waves	COV 1333
Hair Coloring and Lightening	COV 1345
Artistry Artificial Hair	COV 1411
Total	16 hrs.

Third Semester — Summer

Cosmetology Theory III	COV 1236
Facials & Makeup	COV 1612
Thermal Techniques	COV 1362
Salon Management	COV 1712
Total	12 hrs.

*Students who lack entry level skills in mathand/or reading will be provided related studies. Related essential skills will be taught co-curricular.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate which entitles that person to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

Practical Nursing

Suggested Course Sequence*

Baseline Competencies for Practical Nursing**

First Year

First Semester

Geriatric Nursing	PNV 1412
Basic Nutrition	PNV 1113
Body Structure & Function	PNV 1213
Growth & Development	PNV 1312
Fundamentals of Nursing	PNV 1425
Fundamentals of Nursing Lab	PNV 1434
Total	19 hrs.

Second Semester

Psychiatric Concepts	PNV 1813
*Medical/Surgical Nursing	PNV 1615
*Medical/Surgical Lab and Clinical	PNV 1624
Pharmacology	PNV 1513
*Alterations in Adult Health	PNV 1633
Total	18 hrs

Summer Term

Maternal-Child Nursing	PNV 1717
Nursing Transition	PNV 1912
Alterations in Adult Health Lab and Clinical	PNV 1644
Total	13 hrs.

* Course sequence may vary according to clinical availability

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the Twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-PN. Students who complete the first semester only may test to qualify as nursing assistants.

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Department of Education. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.

Practical Nursing
*Area Hospitals/Sites

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients. The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, psychiatric nursing, and maternity nursing. A certificate is awarded upon completion of the course.
*Ridgeland, Grenada

PRACTICAL NURSING ADMISSION POLICY

Admission requirements to be met **before** a student enters training are:

1. The applicant shall be at least **18 years** of age.
2. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
3. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
4. Test scores and records will be reviewed, and qualified applicants will be notified to report for an interview with the Admissions Committee. The Admissions Committee will use a standardized interview evaluation form. After the interview process, the Admissions Committee will recommend applicants for selection.
5. After notification of acceptance, the student will be required to have a physical examination completed prior to the starting date of the class. A standardized examination form shall be provided to each accepted student.
6. Some practical nursing programs are funded by external sources. In addition to meeting the above requirements, students selected for these programs must meet external source eligibility criteria as determined by the Mississippi Employment Security Commission or the certifying agency.

Practical Nursing Program aplications may be requested from the campus nearest you-either Ridgeland or Grenada.

Welding, Brazing, and Soldering
One-Year Certificate

(Goodman Campus)

First Semester

Shielded Metal Arc Welding	WLV 1117
Gas Metal Arc Welding	WLV 1124
Drawing & Welding Symbol Interpretation	WLV 1231
Oxyfuel Gas Cutting Principles & Practices	WLV 1242
Pipe Welding I	WLV 1152
Total	16 hrs.

Second Semester

Welding Inspection & Testing Principles	WLV 1171
Gas Tungsten Arc Welding	WLV 1136
Flux Cored Arc Welding	WLV 1143
Plasma Arc Cutting	WLV 1211
Pipe Welding II	WLV 1153
*Restricted Elective	2
Total	16 hrs.

Students who lack entry level skills in mathand/or reading will be provided related studies. Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

PROGRAM DESCRIPTION: The **Welding, Brazing, and Soldering** curriculum is designed to prepare the student for entry level employment in the field of welding, brazing, and soldering.

*Restricted Electives:

Special Problem in Welding & Cutting	WLV 1912
Work-Based Learning inWelding & Cutting	WLV 1922

WELDING ADMISSION POLICY

Priority will be given to incoming students who have completed high school or have received their GED equivalency. Non-high school graduates or non-GED recipients will be accepted based on entrance test scores and previous vocational training.

ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213 — Principles of Accounting I.

A study of the accounting principles and procedures employed by proprietorships and partnerships in the preparation of financial statements, and the uses of accounting data. Three lectures. Three hours credit.

ACC 1223 — Principles of Accounting II (Prerequisite: ACC 1213).

A study of accounting principles and procedures for corporations, manufacturing concerns, and consolidations, as well as analysis used in decision making. Three lectures. Three hours credit.

ART

ART 1113 — Art Appreciation.

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphic arts and industrial design) on a conceptual basis. Three lectures. Three hours credit.

ART 1313 — Drawing I.

A study of basic principles of the construction of visual form. Emphasis is on line, perspective and shading. Required of art majors. Six lab hours. Three hours credit.

ART 1323 — Drawing II.

Continuation of Drawing I, with stress on volumetric rendering, perspective drawing, composition and expression. Six lab hours. Three hours credit.

ART 1413 — Design I.

Will include the study of basic elements and principles of organization, and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Required for art majors. Six lab hours. Three hours credit.

ART 1423 — Design II (Color Theory).

Will include an in-depth study of basic color theory, explored through the two-dimensional problem, using the subtractive method of color theory. Required for art majors. Six lab hours. Three hours credit.

ART 1913 — Art for Elementary Teachers.

Designed for the needs of the elementary education student. Essentials

of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Three lectures. Three hours credit.

ART 2353 — Figure Drawing I (Drawing from the Live Model in Various Media).

A study of proportion in the human figure through the use of contour, gesture, and model drawing. Required for art majors. Six lab hours. Three hours credit.

ART 2513 — Painting I.

An introductory course in painting, stressing the use of color and pictorial composition. Basics in stretching canvas, preparing grounds, etc. Six lab hours. Three hours credit.

ART 2523 — Painting II (Prerequiste: ART 2513).

A continuation of ART 2513, with emphasis on creative interpretation of basic techniques. Advanced work with oils. Six lab hours. Three hours credit.

ART 2613 — Ceramics I.

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by mechanical means, and by hand; various kiln operations; understanding the nature of clay and glazes. An appreciation of functional and non-functional forms will be included. Six lab hours. Three hours credit.

ART 2633 — Sculpture I (3-D Design).

Introduction to three dimensional elements and the principles of design using various materials. Required for all art majors. Six lab hours. Three hours credit.

ART 2643 - Sculpture II .

A continuation of ART 2633. Six lab hours. Three hours credit.

ART 2713 — Art History I.

Survey course of historical background of art forms from Prehistoric art to the Renaissance. Emphasis placed on art forms as related to history. Three lectures. Three hours credit.

ART 2723 — Art History II.

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.

ADVANCED TECHNOLOGY EDUCATION

ATE 1113 — Science and Technology.

A course designed to introduce scientific principles and applications of technology to Mississippi community/junior college students. It is a survey of modern technology applications with specific emphasis on problem solving, computer skills, and career opportunities. One lecture. Three hours laboratory. Three hours credit.

BUSINESS ADMINISTRATION

BAD 1113 - Introduction to Business.

A study of business opportunities in the United States. Students will exploreopportunities in the public sector, as well as the private sector, including retail,transportation, manufacturing, restaurant, agricultural, marketing, management, hotel, and healthcare. Three lectures. Three hours credit.

BAD 2323 (MAT 2323) — Business Statistics. (Prerequisite:MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413 — The Legal Environment of Business.

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and business. Three lectures. Three hours credit.

BAD 2513 — Principles of Management (This is considered an upper level course at some universities and may not transfer).

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

BAD 2533 — Microcomputers and Business Management (Prerequisite: Keyboarding skills).

An introduction to microcomputers and the software packages used in business including word processing, spreadsheets, and database management. Three lectures. Three hours credit.

BAD 2713 — Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

BAD 2723 — Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

BAD 2733 — Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

BAD 2744 — Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

BAD 2813 — Business Communications (Prequisites: ENG 1113, ENG 1123, and keyboarding skills).

An oral and written applications-oriented communications course with an emphasis on developing and writing business correspondence, reports, andoral briefings. Three lectures. Three credit hours.

BIOLOGY

BIO 1114 — General Biology I for Non-Majors.

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: the nature and history of scientific thought, basic biological chemistry, cell structure and functions, cell division, and transmission genetics. This course is designed for non science-related majors, and DOES NOT SATISFY the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

BIO 1124 — General Biology II for Non-Majors.

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: a survey of kinds of organisms, human biology, ecology, and discussions of issues pertinent to human health and environmental issues. This course is designed for non science-related majors, and DOES NOT SATISFY the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

BIO 1134 — General Biology I for Majors (Prerequisite: MAT 1203 or higher).

An introduction to the basic principles of biology. The topics covered include cell chemistry, cell structure, energy transformation, enzymes energy pathways, cell reproduction, genetics, DNA structure and function, and gene regulation and engineering. Three lectures. Two hours laboratory. Four hours credit.

BIO 1144 — General Biology II for Majors (Prerequisite: MAT 1203 or higher)

An introduction to the diversity of life. Topics include evolutionary theory. schemes of classification, and descriptions of major taxa. Three lectures. Two hours laboratory. Four hours credit.

BIO 1314 — Botany I (Prerequisite: MAT 1203 or higher).

An introduction to the biology of plants. Topics include: physiology, genetics, development, plant anatomy, reproduction and morphology. Emphasis is on flowering plants. Three lectures. Two hours laboratory. Four hours credit.

BIO 1324 — Botany II (Prerequisite: BIO 1314 or consent of the biology instructor).

A survey of the plant and fungi kingdoms. Topics include: taxonomy, morphology, life cycles, ecology and phylogenetic relationships. Three lectures. Two hours laboratory. Four hours credit.

BIO 1613 — Nutrition.

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three credit hours.

BIO 2414 — Zoology I (Prerequisite: MAT 1203 or higher).

An introduction to the biology of animals. Topics include: cell biology, anatomy, physiology, embryology, and genetics. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424 — Zoology II (Prerequisite: BIO 2414).

A survey of the animal kingdom and selected protistians. Topics in-

clude: taxonomy, morphology, life histories, behavior, ecology, and phylogenetic relationships. Three lectures. Two hours laboratory. Four hours credit.

BIO 2514 — Human Anatomy and Physiology I (Corequisite: MAT 1203 or higher or ACT composite score of 18).

An anatomical and physiological study of the human body including a study of tissues and the following organ systems: integumentary, skeletal, muscular, nervous, sensory, and endocrine. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

BIO 2524 — Human Anatomy and Physiology II (Prerequisite: BIO 2514).

A continuation of BIO 2514 including the anatomical and physiological study of the following systems: digestive, respiratory, circulatory (including blood), urinary, and reproductive (including pregnancy). Also included will be a study of electrolyte and water balance mechanisms and elementary genetics as relates to human inheritance. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924 — Microbiology (Prerequisite: BIO 1134 or higher).

Introduction to the biology of microorganisms. Topics include: classification, physiology, genetics, cell biology, biotechnology and control. Emphasis is on bacteria and viruses. Three lectures. Two hours laboratory. Four hours credit.

CRIMINAL JUSTICE

CRJ 1313 — Introduction to Criminal Justice.

History, develoment, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

CHEMISTRY

CHE 1114 — Introduction to Chemistry (Prerequisite: MAT 1203 or higher.

An introductory study of the physical properties of chemicals, their fundamental properties, laws, and theories. This course is designed for non-science related majors and those students whose chemical background is inadequate for general chemistry. Three lectures. Two hours laboratory. Four hours credit.

CHE 1211 — General Chemistry Laboratory I (Corequisite: CHE 1213).
Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

CHE 1213 — General Chemistry I
(Corequisite: MAT 1313 or Chemistry instructor's permission).
An introductory course covering the fundamental concepts of college chemistry. Topics addressed include: atomic structure, periodicity, bonding, formulas and composition, reactions, stoichiometry, gas laws, liquids, and solids. Three lectures. Three hours credit.

CHE 1221 — General Chemistry Laboratory II (Prerequisite: CHE 1211).
Selected experiments to illustrate the principles introduced in CHE 1223. Three hours laboratory. One hour credit.

CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).
A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, redox reactions, thermodynamics, kinetics, equilibria, and electrochemistry. Three lectures. Three hours credit.

CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223).
Basic principles of carbon chemistry bonding, structure, and behavior; aliphatic compounds; methane, alkanes, alkenes, alkynes and dienes, alicyclic hydrocarbons; stereochemistry and stereoisomerism. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).
Continuation of CHE 2424. Study of aromatic and heterocyclic compounds with emphasis on reactions, reaction mechanisms and nomenclature; introductions to some important biomolecules and the use of spectroscopy in compound identification. Three lectures. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113 — Introduction to Computer Concepts (Prerequisite: Keyboarding skills & MAT 1203 or higher).
Introduction to the basic concepts and structure of computers and computer programming; data representation; machine logic; history of computing; introduction to BASIC programming or HTML: introduction to word processing, data base, & spreadsheets. Three lectures. One hour laboratory. Three hours credit.

CSC 1123 — Microcomputer Applications
(Prerequisite: Keyboarding skills & MAT 1203 or higher).
Designed to teach the use of major application packages to include fundamental word processing, electronic spreadsheet, and database man-

agement principles, as well as, basic operating system commands and functions. Emphasis is placed on the use of the microcomputer to solve problems in a variety of application environments. Two lectures. Two hours laboratory. Three hours credit.

CSC 1613 — Computer Programming I (Corequisite: MAT 1313).
Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in a high-level language with a variety of applications. Three lectures. Three hours credit.

CSC 2623 — Computer Programming II (Prerequisite: CSC 1613).
Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Three lectures. Three hours credit.

ECONOMICS

ECO 2113 — Principles of (Macro) Economics.
Introductory macroeconomics. Study of resources and goals of the economy, national income, employment, fiscal, and monetary policy, Keynesian and Monetarist theories, economic growth, and other contemporary problems involving population and the environment.

ECO 2113 (Honors)— Principles of (Macro) Economics.
An introduction to economic principles, policies and problems with emphasis on the level of national produciton and income, the level of employment, the level of prices, and the rate of economic growth. Note: the intent of this course is to go beyond basic prınciles to a more in-depth analysis of the application of economic principles and policies to real world problems and events. Enrollment by invitation. Three lectures. Three hours credit.

ECO 2123 — Principles of (Micro) Economics.
An introduction to Microeconomics. Emphasis on the role of the price system in directing the production of goods and services, distribution of income, international trade, and comparative economic systems. Three lectures. Three hours credit.

EDUCATION

EDU 1111 — Library Science.
This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. Directed study and library research of special topics in biology, mathematics, or physical science. Laboratory or field research, regular conferences with supervising teacher, and presentation of project results in a paper and/or symposium required. One lecture. One hour credit.

EDU 1203 — Essential College Skills.

This course is designed to aid in the development of student potentials in four fundamental areas; improving self-image and awarness, setting life goals (decision-making, value clarification, setting personal priorities), developing effective study skills and habits, and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, and personal and social adjustment. Three lectures. Three hours credit.

EDU 1311 — Orientation.

This course is designed to help the freshman adjust himself or herself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1321 — Career Exploration.

A course designed to assist students in determining appropriate career goals and college majors. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit. Taught at Goodman Campus.

EDU 1413 — Improvement of Study.

Effective study and reading techniques. Three lectures. Three hours credit.

EDU 1423 — College Study Skills.

An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college level courses, both graduate and undergraduate. Three lectures. Three hours credit.

EDU 1813 — Leadership Development (Prerequisite: Sophomore Standing, 3.00 Q.P.A., Invitation of Instructor).

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior. Three lectures. Three hours credit.

ENGINEERING

EGR 2413 — Engineering Mechanics I (Statics).

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

ENG 1103 — Developmental English I.

This course stresses basic written communication skills. A comprehensive review of grammar is the primary objective. In addition, attention is given to specific spelling and reading problems. Sentence patterns and paragraph organization are examined and practiced in preparation for essay writing. Three hours institutional credit. (Not designed to transfer).

ENG 1113 — English Composition I.

A study of composition, emphasis on the rhetorical processes, the organization of ideas, and revision for grammar, mechanics, and voice. Three lectures. Three hours credit.

ENG 1113 (Honors) — English Composition I.

Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material and precise writing. Enrollment by invitation. Three lectures. Three hours credit.

ENG 1123 — English Composition II (Prerequisite: ENG 1113).

A study of composition with emphasis on researching and writing with sources, reading, and writing about literature, library skills, and the development of style. Three lectures. Three hours credit.

ENG 1123 (Honors) — English Composition II (Prerequisite: ENG 1113).

Builds upon the skills acquired in first semester composition. Special attention is given to critical reading of selections from various literary genres, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by invitation. Three lectures. Three hours credit.

ENG 1203 — Developmental English II.

A continuation of ENG 1103 with emphasis on language usage, paragraphs and finished essays. Three hours institutional credit. (Not designed to transfer).

ENG 2133 — Creative Writing I (Prerequisite: ENG 1113 or Consent of the Instructor).

Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2143 — Creative Writing II (Prerequisite: Consent of the Instructor).

Continuation of ENG 2133. Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2223 — American Literature I (Prerequisite: ENG 1113 or Consent of Instructor).

A survey of American writings that traces the emergence of a national literature. Readings include historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, Hawthorne, and Whitman. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2233 — American Literature II (Prerequisite: ENG 1113 or Consent of Instructor).

A survey of American literature from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2323 — English Literature I (Prerequisite: ENG 1113 or Consent of Instructor).

A survey of major English poetry and prose from Beowulf through selected writings of the Eighteenth Century (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual representative writers such as Chaucer, Shakespeare, Milton, and Swift are included. Three lectures. Three credit hours.

ENG 2323 (Honors) — English Literature I (Prerequisite: 6 hrs. composition)

Designed for students who have a special interest in English Literature and who have at least a "B" average in freshman composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by invitation. Three lectures. Three hours credit.

ENG 2333 — English Literature II (Prerequisite: ENG 1113 or Consent of Instructor).

A survey of major English poetry and prose from the age of Romanticism (approximately 1785) to the present. Individual representative writers such as Blake, Wordsworth, Hopkins, Yeats, and James Joyce are included. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

ENG 2333 (Honors)—English Literature II (Prerequisite: 6 hrs. compostition).

Designed for students who have a special interest in English Literature and who have at least a "B" average in Freshman Composition. A study of English Literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major

interest and skills. Enrollment by invitation. Three lectures. Three hours credit.

ENG 2423 — World Literature I (Prerequisite: ENG 1113 or Consent of Instructor).

Selected major works which reflect both Eastern and Western cultures from the beginings of written literature through the Medieval and Renaissance Ages, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit

ENG 2433 — World Literature II (Prerequisite: ENG 1113 or Consent of Instructor).

A continuation of ENG 2423. Selected world writings and major works from the Neoclassic period to the present. Three lectures. Three hours credit

EDUCATIONAL PSYCHOLOGY

EPY 2513 — Child Psychology (Human Growth and Development I).

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523 — Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533 — Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

FAMILY AND CONSUMER SERVICE

FCS 1253 — Nutrition.

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three credit hours.

HPR 1511 — Team Sports I.

Lecture on rules and techniques and practice in basketball, volleyball, or softball. Two classes. One hour credit.

HPR 1521 — Team Sports II.

Lecture on rules and techniques and practice in basketball. Two classes. One hour credit.

HPR 1531 — Individual and Dual Sports I.

Lecture on rules, techniques, equipment used, and practice in tennis or archery. Two classes. One hour credit.

HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.

Includes weight training (free weights or machines), running, or aerobic conditioning. A student may earn only one hour's credit per course number even if the course number is repeated. Two classes. One hour credit.

HPR 1613— Physical Education in the Elementary School.

Methods and materials of teaching physical education at the elementary school level. Theory and practical experience in selecting, organizing, and directing activities for the elementary school. Educational and physical education philosophy and objectives are stressed. Three lectures. Three hours credit.

HPR 2213 — First Aid and CPR.

Standard first aid course as outlined by the American Red Cross consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Successful completion will earn Red Cross certification in Standard First Aid and Adult and Child CPR. Three lectures. Three hours credit.

HPR 2323 — Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HPR 2422 — Football Theory.

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

HPR 2433 — Basketball Theory

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

HPR 2443 — Athletic Training & Treatment of Injuries.

A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and preven-

tion of injuries. Conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three hours credit.

HPR 2453 — Baseball Theory.

Philosophies of coaching, leadership, teaching techniques, team organization, baseball strategies, preparation for games, and preparation and care of baseball fields. Three lectures. Three hours credit.

HUMANITIES

HUM 1113 — Humanities (Historial Tour).

This course is an interdisciplinary study of human achievement us ng art, architecture, history, and literature as exemplifications of man's creative genius. After lectures on background material, students will participate in a tour of selected sites of historial significance in North America and/or Europe Upon completion of the tour, an additional lecture will be conducted to provide a summary of material covered. Completion of outside reading from the course reading list and submission of a 4-7- page paper are required. Three hours credit.

HUM 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and/or students. One lecture. One hour credit.

HUM 1913 - Honors Colloquium Forum I.

Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched and discussed during the semester. A short paper is required on each topic. Enrollment by invitat.on. three lectures. three hours credit.

HUM 1923 - Honors Colloquium Forum II.

Students select from a list of fifty interdisciplinary topics compiled by the faculty, eight topics to be researched and discussed during the semester. A short paper is required on each topic. Enrollment by invitation. Three lectures. Three hours credit.

INDUSTRIAL EDUCATION/ TECHNOLOGY TEACHER EDUCATION

IED 1213 — Wood Technology.

Study of wood production, manufacturing sales, construction industries. and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

IED 1813 — Basic Electricity and Electronics.
Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit. (Note - This course taught on Goodman Campus only.)

IED 2323 — Forging and Welding.
Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413 — History and Appreciation of the Artcrafts.
Growth and development of the artcrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

JOURNALISM

JOU 1111, 1121, 2111, 2121 — College Publication (Yearbook I, II, III, IV).
The course is designed to give students the ability to identify, master, and practice the skills necessary to produce the college yearbook, *Horizons*. These skills include conceptualizing the yearbook and its theme; reporting; writing headlines, copy and captions; planning and producing photographs; designing the headlines, copy, captions, and photographs on the pages; selling advertisements; and preparing the yearbook for the printer. This is an activities class open to all majors. Two hours laboratory. One hour credit.

JOU 1111, 1121, 2111, 2121 — College Publication (Newspaper I, II, III, IV).
A laboratory course designed to give practical experience in working with the college newspaper, *The Growl*. Course elements include: planning, computer usage in newspaper production, proofreading, graphic design and production.Other areas covered include: planning and writing news stories, features, sports, and editorials. Ancillary items covered in the course are development of advanced skills in headline writing, copy editing, and makeup and design. Two hours laboratory. One hour credit.

MATHEMATICS

MAT 1103 — Developmental Mathematics.
A review of fundamental arithmetic skills: A study of the four basic operations with whole numbers, fractions, decimals and signed numbers;

percentages and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer.)

MAT 1203 — Beginning Algebra (Prerequisite: MAT 1103 or appropriate placement scores).

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, roots and radicals. Three lectures. Three hours institutional credit. (Not designed to transfer).

MAT 1233 — Intermediate Algebra
(Prerequisite: MAT 1203 or appropriate placement scores).

This course is designed for students who lack the qualifications for MAT 1313. The course includes factoring, algebraic fractions, graphing, roots and radicals, exponents, linear and quadratic equations and linear inequalities. Three lectures. Three hours credit.

MAT 1313 — College Algebra
(Prerequisite: MAT 1233 or appropriate placement scores).

Real and complex numbers; algebraic equations and inequalities; graphs, algebraic functions; exponential and logarithmic functions; systems of equations and inequalities; polynomials; and other selected topics. Three lectures. Three hours credit.

MAT 1323 — Trigonometry
(Prerequisite: MAT 1313 or appropriate placement).

A study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lectures. Three hours credit.

MAT 1333 — Finite Mathematics & Introduction to Calculus
(Prerequisite: MAT 1313).

Matrices, systems of linear equations and inequalities, linear programming by graphing , introduction to calculus, and applications of these and other selected topics to problems involving business decision making. Three lectures. Three hours credit.

MAT 1513 — Business Calculus I
(Prerequisite: MAT 1313 or appropriate placement scores).

A study of functions, limits, and continuity; derivatives and applications of the derivative to business and economics; exponential and logarithmic functions and its applications to business and economics. Three lectures. Three hours credit.

MAT 1523 — Business Calculus II (Prerequisite: MAT 1513).

Antiderivatives, the definite integral, applications of the definite integral,

functions of two or more variables, partial derivaties, maxima and minima of two variable functions, applications. Three lectures. Three hours credit.

MAT 1613 — Calculus I (Prerequisite: MAT 1313 or appropriate placement scores "and" concurrent enrollment in MAT 1323 (or equivalent knowledge of material if continuing the Calculus series).

Functions, limits, continuity, derivatives, applications of the derivative, and selected topics from analytic geometry. Three lectures. Three hours credit.

MAT 1623 — Calculus II (Prerequisite: MAT 1613 "and" MAT 1323 (or equivalent knowledge of material).

Antiderivatives; definite integrals; applications of definite integrals; differentiation and integration of trigonometric, inverse trigonometric, exponential, logarithmic, and hyperbolic functions and techniques of integration. Three lectures. Three hours credit.

MAT 1723 — The Real Number System (Prerequisite: MAT 1203 or appropriate placement scores).

Open only to education or special education majors. The course includes problem-solving processes, structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lectures. Three hours credit.

MAT 1733 — Geometry, Measurement, and Probability (Prerequisite: MAT 1233 or appropriate placement scores).

Open only to education or special education majors. The course includes intuitive foundations of geometry, basic concepts of measurements, probability, and statistics. Three lectures. Three hours credit.

MAT 2323 (BAD 2323) — Business Statistics (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

MAT 2613 — Calculus III (Prerequisite: MAT 1623).

Continuation of methods of integration, indeterminate forms, improper integrals, infinite series, polar coordinates, vectors. Three lecture. Three hours credit.

MAT 2623 — Calculus IV (Prerequisite: MAT 2613).

Further techniques of vector calculus, differential calculus of multivariate functions, multiple integration, line and surface integrals. Three lectures. Three hours credit.

MAT 2913 — Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).

Solution of first and higher order ordinary differential equations, existence theorems, systems of linear differential equations, Laplace transform, applications. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113 — Elementary French I.

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. Three hours credit.

MFL 1123 — Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. Three hours credit.

MFL 1213 — Elementary Spanish I.

This course is designed to develop basic language skills; reading, writing, and speaking. Records and tapes are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. Three lectures. Three hours credit.

MFL 1223 — Elementary Spanish II.

A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Records and tapes are used to develop correct pronunciation. Three lectures. Three hours credit.

MFL 2113 — Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. Three hours credit.

MFL 2123 — Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. Three hours credit.

MFL 2213 — Intermediate Spanish I.

A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used. Three lectures. Three hours credit.

MFL 2223 — Intermediate Spanish II.

A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the students to record and listen to his own and other student's use of the language. Three lectures. Three hours credit.

MUSIC APPLIED

(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1241, 1251, 2241, 2251 — Guitar for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1272, 1282, 2272, 2282 — Guitar for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583 — Piano for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1711, 1721 — Class Voice I, II.

For Piano and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS
(Band, Small Band Groups, Stage Band, Choir, Handbells, Small Singing Groups)

MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.
Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.
One practice session. One hour credit.

MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.
One practice session. One hour credit.

MUO 1211/2, 1221/2, 2211/2, 2221/2 — Choir I, II, III, IV.
Three or five hours practice. One or two hours credit.

MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.
One practice session. One hour credit.

MUSIC FOUNDATIONS

MUS 1113 — Music Appreciation.
Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1113 (Honors)— Music Appreciation.
A critical and creative evaluation of music and its impact on Western culture. Segments will address listening processes, the aesthetic experience, and historical functions of music in society. Activities will include concert attendance, research papers, and round-table discussions. Enrollment by invitation. Three lectures. Three hours credit.

MUS 1133 — Fundamentals of Music.
Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV.
Recognition and part writing. Diatonic intervals, major and minor tri-

ads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 1612 — Elementary Conducting.

Fundamentals of instrumental and choral conducting; technique, interpretation, and performance. Two lectures. Two hours credit.

MUS 1910, 1920, 2910, 2920 — Recital Class I II, III, IV.

Performances are held on Friday afternoons and on selected evenings during each semester. Credit is gained by attending all of these events. Music majors and minors must register for recital class for four semesters. Students who satisfactorily complete these courses will receive an "S" grade.

MUS 2413 — Music Literature I.

Style and history of the standard repertory of music in western civilization from Gregorian chant to the contemporary era. Enrollment limited to sophomore music majors and minors. Three lectures. Three hours credit.

MUS 2423 — Music Literature II.

Covers the romantic and contemporary styles. Emphasis on classifying and identifying period and composer characteristics. Primarily for music majors. Three lectures. Three hours credit.

MUS 2513 — Music for Children I.

A music course designed for elementary education majors; accompanying skills, notation, singing and rhythm activities. No previous instruction in music required.

NURSING, ADN
(Grenada Campus Only)

NUR 1115 — Nursing Theory I.

Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal basic needs with a clinical case study to apply the nursing process. Calculation of dosages and solutions is included. Correlates with NUR 1119. Five lectures. Five hours credit.

NUR 1119 — Nursing I.
(Prerequisites: BIO 2514 & BIO 2524).

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes

Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 1211, 1221, 2211, 2221 — Health Issues I, II, III, IV.

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on healthcare delivery as a whole and the person as an individual. Through use of available resources to include the internet the student will explore such entities as treatment options, healthcare funding, alternative therapies, etc. One lecture. One hour credit.

NUR 1226 — Nursing II Theory (Prerequisite: NUR 1115/1119).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Includes content on intravenous therapy and blood administration. Correlates with NUR 1229. Six lectures. Six hours credit.

NUR 1229 — Nursing II.
(Prerequisites: NUR 1119).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 1311—Nursing Transition Laboratory (Corequisite: NUR 1115/1315).

A laboratory course designed to assist the LPN in synthesizing information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Three laboratory hours. One hour credit.

NUR 1315 — Nursing Transition I.

A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the students's LPN education. Five lectures. Five hours credit.

NUR 1326 - Nursing Transition II (Prerequisite: NUR 1315).

A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes content related to the registered nurse role and funcitons that are not covered in NUR 1315. Six lectures. Six hours credit.

NUR 2119 — Nursing III (Prerequisites: NUR 1119, NUR 1229).

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1119 are reinforced and applied. Selected mental health concepts are integrated. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 2123 — Pharmacology (Prerequisite: NUR 1229).

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

NUR 2239 — Nursing IV (Prerequisite: NUR 2119).

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience with leadership and management skills. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 2243 — Management of Nursing Care (Prerequisite: NUR 2119).

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

PHILOSOPHY AND BIBLE

PHI 1113 — Old Testament Survey.

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133 — New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 2143—Ethics.

An introduction to classical moral philosophy with the investigation of some concrete moral problems. Three lectures. Three hours credit.

PHYSICS

PHY 1114 — Astronomy.
Introduction to the solar system, stars, our galaxy and the extragalactic universe. Required observatory work at night. Three lectures. Three hours laboratory. Four hours credit.

PHY 2244 — Physical Science Survey I (Corequisite: MAT 1233 or higher).
An introduction to the basic concepts of physics and astronomy. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit

PHY 2254 — Physical Science Survey II (Corequisite: MAT 1233 or higher).
An introduction to the basic concepts of chemistry and geology. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit.

PHY 2414 — General Physics I (Prerequisite: MAT 1323).
A study of mechanics, heat and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424 — General Physics II (Prerequisite: PHY 2414).
Electricity and magnetism, light and optics, introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514 — Engineering Physics I (Prerequisite: MAT 1613).
A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematic majors. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524 — Engineering Physics II (Prerequisite: PHY 2514).
A study of electricity and magnetism, light and optics, includes an introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 — American National Government.
Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123 — American State &Local Government (Prerequisiste: PSC 1113).
Relationship between states and federal governments. and between states and their subdivisions; organizations, function, and operation of

executive, legislative, and judiciary; elections and suffrage generally. Mississippi particularly. Three lectures. Three hours credit.

PSC 2113 — Comparative Government.

A survey of various governmental systems in comparative perspective, with particular attention to Europe and international organizations. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513 — General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

PSY 1523 — General Psychology II (Prerequisite: PSY 1513).

A continuation of PSY 1513, emphasizing applied psychology methods and principles. Includes motivation and emotion; abnormal behavior, mental health and therapy; group processes; mass communication and persuasion, and industrial psychology. Three lectures. Three hours credit.

READING

REA 1103 — Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Supplemental work using computers is required. Three lectures. Three hours instructional credit. (Not designed to transfer).

REA 1203 — Developmental Reading II.

A continuation of REA 1103. Three lectures. Three hours institutional credit. (Not designed to transfer).

REA 1233 — Speed Reading I.

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. Three hours credit.

SOCIOLOGY

SOC 2113 — Introduction to Sociology.

An introductory course in Sociology, this course provides an overview of the study of society. Basic principles are covered, including socialization, social interaction, culture, social institutions, social structure, social stratification, deviance, and the evolution of society. Three lectures Three hours credit.

SOC 2133 — Social Problems.

This class is a study of the social conditions that have been defined as social problems in contemporary society. Issues which are investigated from a sociological perspective include poverty, crime, sexual deviance, violence, domestic violence, drug/alcohol abuse, sexism and racism. Three lectures. Three hours credit.

SOC 2143 — Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments of society. Three lectures. Three hours credit.

SPEECH AND THEATER

SPT 1113 — Oral Communication (Co-Requisite: ENG 1113).

Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1113 (Honors)— Oral Communication.

Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. Special projects, activities, and opportunities for independent study provided. Enrollment by invitation. Three lectures. Three hours credit.

SPT 1213 — Fundamentals of Theatre.

A basic course in the theatre arts. An introduction of the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. Three lectures. Three hours credit.

SPT 1241, 1251, 2241, 2251 — Drama Production I, II, III, IV.

Participation in college drama productions. Positions available on stage and backstage. This is an activity course open to all students. Required rehearsals at night and some weekends. Some scholarships are available. This class cannot be added later than 3 weeks after the first day of the semester. One hour credit.

SPT 2233 — Theatre Appreciation.

Appreciation of the theatre as performance art; developing audience standards through demonstration of the unique characteristics of theatre. Three lectures. Three hours credit.

TECHNICAL COURSE DESCRIPTIONS

AUTOMOTIVE TECHNOLOGY

ATT 1114 — Electrical Systems.

A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two lectures. Four or six hours laboratory. Four hours credit.

ATT 1213 — Brakes.

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1315 — Manual Drive Trains/Transaxles.

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Six hours laboratory. Five hours credit.

ATT 1414 — Basic Engine Performance.

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

ATT 1513 — Basic Fuel Systems.

A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems. Includes instruction in the diagnosis and repair/adjustment of infared exhaust analyzers, carburetors, air control systems, and deceleration systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1715 — Engine Repair.

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

ATT 2325 — Automatic Transmissions/Transaxles.
A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automotive transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three lectures. Four hours laboratory. Five hours credit.

ATT 2334 — Steering and Suspension Systems.
A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two lectures. Four hours laboratory. Four hours credit.

ATT 2343 — Wheel Alignment (Corequisite: ATT 2334).
A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One lecture. Four hours laboratory. Three hours credit.

ATT 2524 — Computer Controlled Emission Systems (Prerequisite: ATT 1513 and ATT 1114).
A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems, and other features found on newer model fuel systems. Two lectures. Four hours laboratory. Four hours credit.

ATT 2535 — Computerized Engine Controls (Prerequisite: ATT 2524).
A course to provide technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. Two lectures. Six hours laboratory. Five hours credit.

ATT 2614 — Heating and Air Conditioning.
A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.

ATT 291(1-3) — Special Problems in Automotive Mechanics Tech.
A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instruc-

tor and student workclosely together to select and establish criteria for completion of the project. One to three scheduled hours. Two to six hours laboratory. One to three hours credit.

ATT 292(1-6) — Supervised Work Experience in Automotive Mechanics Tech.

This internship course provides actual work experience in an automotive mechanics business under thedirection of the employer and the instructor. One to six scheduled hours. Three to eighteen hours externship. One to six hours credit.

BANKING AND FINANCE TECHNOLOGY

TBF 1123 — Money and Banking.

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113 — Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBA 2413 — Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BUSINESS & OFFICE
COMPUTER INFORMATION SYSTEMS

BOT 1103 — Introduction to Keyboarding and Formatting.
This course is designed to prepare students with beginning keyboarding skills and the basic document formatting skills. Two lectures. Two hours laboratory. Three hours institutional credit.

BOT 1123 — Keyboarding Skillbuilding (Prerequisite: BOT 1843).
This course further develops keyboard techniques emphasizing speed and accuracy. Two lectures. Two hours laboratory. Three hours credit.

BOT 1143 — Word Processing (Prerequisites: BOT 1843, BOT 1713, & BOT 2143).
This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

BOT 1203—Introduction to Microcomputer Applications.
This course is designed to prepare students with basic microcomputer skills. Two hours lecture. Two hours laboratory. Three hours institutional credit.

BOT 1213 — Professional Development.
This course develops an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

BOT 1313 — Applied Business Mathematics.
A course designed to develop competency in mathematics for business use. Ten-key touch method on the electronic calculator is stressed. Three lectures. Three hours credit.

BOT 1413 — Records Management.
This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall - paper, image, and digital - and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.

BOT 1433 — Business Accounting.
This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433).

This course is designed as a continuation of Business Accounting. Two lectures. Two hours laboratory. Three hours credit.

BOT 1513 — Machine Transcription (Prerequisites: BOT 1143).

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

BOT 1613 — Medical Office Terminology I.

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three lectures. Three hours credit.

BOT 1623 — Medical Office Terminology II.

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it is related to Medical Office Technology. Two lectures. Two hours laboratory. Three hours credit.

BOT 1713 — Mechanics of Communication.

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 and BOT 2143).

This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

BOT 1843—Keyboard Concepts.

This course places emphasis on improving keyboard techniques using the touch method. Two lectures. Two hour laboratory. Three hours credit.

BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, news-letters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two lectures. Two hours laboratory. Three hours credit.

BOT 2143 — Operating Systems.

This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. Two lectures. Two hours laboratory. Three hours credit.

BOT 2153 — Network Management (Prerequisite: Computer Application Elective).

This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two lectures. Two hours laboratory. Three hours credit.

BOT 2323 — Database Management (Prerequisite: BOT 2143 and BOT 1413 or consent of instructor).

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

BOT 2463--Payroll Accounting.

This course provides an in-depth study of payroll accounting. Two lectures. Two hours laboratory. Three hours credit.

BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1843 and BOT 1613).

This course is designed to teach transcription of various medical documents. One lecture. Four hours laboratory. Three hours credit.

BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One lecture. Four hours laboratory. Three hours credit.

BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1143).

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two lectures. Two hours laboratory. Three hours credit.

BOT 2743 — Medical Office Concepts (Prerequisites: BOT 1613 and/or BOT 1623).

This course will provide coverage and integration of medical office skills

and issues using knowledge of medical terminology. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).

This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

BOT 2763 — Fundamentals of Medical Insurance Coding (Prerequisites: BOT 1613& BOT 1623 or consent of instructor).

This course is an introduction to major healthcare insurance programs and diagnostic and procedural coding systems. Two lectures. Two hours laboratory. Three hours credit.

BOT 2813 — Business Communication (Prerequisites: BOT 1713 and BOT 1843).

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. Three lectures. Three hours credit.

BOT 2823—Communication Technology (Prerequisite: BOT 1143 or consent of instructor).

This course will present an overview of the resources available for online communications. Two lectures. Two hours laboratory. Three hours credit.

BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1143, BOT 2813, BOT 2323, & BOT 1813, or consent of instructor).

This course integrates activities using aplications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

BOT 2913 — Supervised Work Experience (Prerequisite: BOT 1433).

This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Vocational Business Technology. Must be at least 135 clock hours of on-the-job training. Nine hours externship. Three hours credit.

CNT 1414— Fundamentals of Data Communications.

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Four hours laboratory. Four hours credit.

CNT 1513 — Internet Concepts (Prerequisites: CNT 1414 or CPT 1323).

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CNT 1524 — Network Components (Prerequisite: CNT 1414).

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Four hours laboratory. Four hours credit.

CNT 1624 — Network Administration Using Microsoft Windows NT Server (Corequisites: CNT 1413 & CPT 1333).

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 1634 — Microsoft Windows-Installing & Configuration.

The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in standalone as well as both large andsmall network environments. Two lectures. Four hours laboratory. Four hours credit.

CNT 1654 — Network Administration Using Linux. (Corequisites: CNT 1414 & CPT 1333).

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 2423 — System Maintenance (Prerequisite: CPT 1333).

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

CNT 2533 — Network Planning and Design (Prerequisite: CNT 1523).

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Two hours laboratory. Three hours credit.

CNT 2544 — Project Management (Prerequisite: CNT 2533).
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

CNT 2644 — Advanced Network Administration Using Microsoft Windows NT Server (Prerequisites: CNT 1414, CNT 1624).
This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

CPT 1123 — Computer Concepts.
This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

CPT 1144 — Programming Development Concepts.
This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.

CPT 1214 — Visual BASIC Programming Language.
Introduction to BASIC programming language to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures. Four hours laboratory. Four hours credit.

CPT 1224 — RPG Programming Language (Prerequisite: CPT 1123).
This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

CPT 1234 — COBOL Programming Language (Prerequisite: CPT 1123).
This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

CPT 1313 — Computer Operations.
A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

CPT 1323— Survey of Microcomputer Applications.
This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

CPT 1333 — Operating Platforms.

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

CPT 1353 — Database Design Fundamentals.

This course is a study of the design of datbases. Additional emphasis is placed on creation, manipulation, extraction, and display of data frrom existing databases. Two lectures. Two hours laboratory. Three hours credit.

CPT 1414 — Java Programming Language.

Introduction to the Java programming language to include sort, loops, arrays, and Applets. Two lectures. Four hours laboratory. Fours hours credit.

CPT 1513 — Internet Concepts.

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, world Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CPT 2244 — Database Programming (Prerequisite: CPT 1214).

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

CPT 2264 — Advanced RPG Programming Language (Prerequisite: CPT 1224).

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

CPT 2274 — Advanced COBOL Programming Language (Prerequisite: CPT 1234).

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

CPT 2284 — C Programming Language (Prerequisite: CPT 1224).

This course is designed to introduce the student to the C Programming Language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

CPT 2354 — Systems Analysis and Design (Prerequisite: CPT 2264, or CPT 2274).

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.

CPT 2373 — Network Fundamentals.

This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

CPT 2434 — Advanced Visual BASIC Programming Language (Prerequisite: CPT 1214).

This course is a continuation of the BASIC Programming Language. Emphasis is placed on the database access, files access, controls, and structures. Twolectures. Four hours laboratory. Four hours credit.

CPT 2444—Script Programming.

This course is an introduction to the use of integrating scripts to add functionality to web pages. Two lectures. Hours hours laboratory. Four hours credit.

CPT 2911-2916 — Work-Based Learning in Computer Information Systems.

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

COLLISION REPAIR TECHNOLOGY

ABT 1113 — Restraint Systems & Interior Trim.

A course designed to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. One lecture. Four hours laboratory. Three hours credit.

ABT 1123 — Bolted Units, Assemblies, & Electrical Systems.

A course which provides instruction in practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One lecture. Four hours laboratory. Three hours credit.

ABT 1133 — Glass & Related Hardware Installation & Sealing.

A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One lecture. Four hours laboratory. Three hours credit.

ABT 1213 — Automotive Body Welding & Cutting.

A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. One lecture. Four hours laboratory. Three hours credit.

ABT 1313 — Refinishing I.

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Two lectures. Two hours laboratory. Three hours credit.

ABT 1324 — Refinishing II (Prerequisite: ABT 1313).

A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. Two lectures. Four hours laboratory. Four hours credit.

ABT 1414 — Sheet Metal Repair.

A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. Two lectures. Four hours laboratory. Four hours credit.

ABT 1423 — Body Panel and Upper Structural Repair I (Prerequisite: ABT 1414).

A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). One lecture. Four hours laboratory. Three hours credit.

ABT 2333 — Refinishing III (Prerequisite: ABT 1324).

A continuation of Refinishing II with emphasis on advanced techniques; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. One lecture. Four hours laboratory. Three hours credit.

ABT 2434 — Body Panel & Upper Structural Repair II (Prerequisite: ABT 1423).

A continuation of Body Panel and Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement of sectioning of upper structural members. Two lectures. Four hours laboratory. Four hours credit.

ABT 2513 — Frame & Underbody Structural Repair I.

An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One lecture. Fours hours laboratory. Three hours credit.

ABT 2524 — Frame & Underbody Structural Repair II (Prerequisite: ABT 2513).

This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair, repairing/replacing/sectioning structural components. One lecture. Six hours laboratory. Four hours credit.

ABT 2613 — Fiberglass & Plastic Repair.

A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One lecture. Four hours laboratory. Three hours credit.

ABT 2713 — Collision Analysis and Estimation.
This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

ABT 2813 — Shop Operation & Management.
An introduction to small business management techniques as applied to the collision repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two lectures. Two hours credit.

ABT 291(1-3) — Special Problem in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).
A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

ABT 292(1-3) — Work-Based Learning in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).
This internship course provides actual work experience in a collision repair business under the direction of the employer and the instructor. Three to nine hours externship. One to three hours credit.

ELECTRONICS TECHNOLOGY

EET 1114 — DC Circuits.
This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two lectures. Four hours lab. Four hours credit.

EET 1123 — AC Circuits.
This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

EET 1192 — Fundamentals of Electronics.

This course is designed to provide fundamental skills associated with all electronic courses. This course emphasizes safety, breadboarding, use of calculators, test equipment familiarization, soldering, electronic symbols, and terminology. One lecture. Two hours lab. Two hours credit.

EET 1214 — Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

EET 1334 — Solid State Devices and Circuits (Prerequisite: EET 1114).

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

EET 1324 — Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

EET 2334 — Linear Integrated Circuits (Prerequisite EET 1314).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

EET 2414 — Electronic Communications (Prerequisite EET 1314).

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, date transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

EET 2514 — Interfacing Techniques (Prerequisite EET 1324).

A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two lectures. Four hours laboratory. Four hours credit.

EET 291(1-3) — Special Project (Consent of Instructor).
A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

EMT 1116 — Emergency Medical Technician-Basic.
Emergency Medical Technician-Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes: airway assessment, communications, documentation, general pharmacology, hemorrage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. One lecture. Eight hours laboratory. Nine hours clinicals. Six hours credit.

EMT 1123 — Preparatory (Prerequisites: EMT 1116, Anatomy & Physiology I &II).
This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, therapeutic communications, and life span development. Two hours lecture. Two hours laboratory. Three hours credit

EMT 1213 — Pathophysiology (Corequisite: EMT 1123).
This course provides information on abnormal functions of illness and disease processes in the human body. Two hours lecture. Two hours laboratory. Three hours credit.

EMT 1313 — Airway Management and Ventilation. (Corequisite: EMT 1123, EMT 1213)
This course will provide the student with the essential knowledge to attain a patent airway and managing the respiratory system using advanced techniques. One hour lecture. Four hours laboratory. Three hours credit.

EMT 1414 — Patient Assessment (Corequisite: EMT 1123, EMT 1213, and EMT1313).
This course will teach comprehensive history taking and physical exam techniques. Two hours lecture. Four hours laboratory. Four hours credit.

EMT1423 — Special Considerations.

This course will provide a comprehensive overview of providing care for the patient with special needs. Two lecture hours. Two hours laboratory. Three hours credit.

EMT 1435 — Maternal/Child Emergencies.

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in maternal/child emergencies. Three hours lecture. Four hours laboratory. Five credit hours.

EMT 1511 — Clinical Internship I (Corequisite: EMT 1123, EMT 1213, EMT 1313, and EMT 1414).

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Two hours laboratory. One hour credit.

EMT 1523 — Clinical Internship II (Prerequisites: All 1st year courses).

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Nine hours Clinical. Three hours credit.

EMT 1532 — Clinical Internship III (Prerequisites: All 1st year courses).

This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Six hours clinical. Two hours credit.

EMT1613 — Pharmacology (Corequisites: EMT 1123, EMT 1213, EMT 1313, EMT 1414, and EMT 1511).

This course will teach comprehensive pharmodynamics and pharmacokinetics. Two hours lecture. Two hours laboratory. Three hours credit.

EMT 1714 — Trauma I (Corequisites: All 1st semester courses).

This course will provide instruction in the integration of pathophsiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. One hour lecture. Six hours lab. Four hours credit.

EMT 1814 — Acute Cardiology (Corequisites: All 1st year courses).

This class will teach a comprehensive approach to the care of patients with acute cardiovascular compromise. Two hours lecture. Four hours lab. Four hours credit.

EMT 2541 — Clinical internship IV (Prerequisites: All 1st year & summer courses).

This course will provide clinical training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. Six hours clinical. Two hours credit.

EMT 2552 — Field Internship I (Corequisites: All 1st year & summer courses).

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out of hospital field setting at approved sites with an approved preceptor. Six clinical hours. Two hours credit.

EMT 2564 — Field Internship II (Corequisites: All 1st year, and summer, 1st semester of the 2nd year courses).

This course will provide advanced clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. Twelve hours clinical. Four hours credit.

EMT 2724 — Trauma II (Prerequisites: All 1st year and summer courses).

This course will provide advanced instruction in the integration of pathophsiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. Four lecture hours. Six clinical hours. Six hours credit.

EMT 2824 — Advanced Cardiology (Corequisites: All 1st year & summer courses).

This class will teach a comprehensive approach to the care of patients with complex cardiovascular compromise. Two hours lecture. Four hours lab. Four hours credit.

EMT 2834 — Medical Emergencies I (Prerequisites: All 1st year and summer courses).

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. Two hours lecture. Six hours clinical. Four hours credit.

EMT 2845 — Medical Emergencies II (Prerequisites: All 1st year, summer, and 1st semester of the 2nd year courses).

This course will provide a detailed understanding of the anatomic structures, physiology and pathophysiology encountered when providing care in medical emergencies involving neurology, endocrinology, toxicology, and environmental emergencies. Three hours lecture. Four hours lab. Five hours credit.

EMT 2915 — EMS Team Management (Corequisites: All 1st year, summer, and 1st semester of the 2nd year courses).

This course teaches the skills necessary to manage complex and/or multipatient situations. Three hours lecture. Four hours lab. Five hours credit.

ENGINEERING TECHNOLOGY

ENT 1113 — Graphic Communication.

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Two lectures. Four hours laboratory. Three hours credit.

ENT 1123—Computational Methods for Drafting.

Thie course is designed for the study of computational skills which are required for the development of accurate design and drafting methods. One lecture. four hours laboratory. Three hours credit.

ENT 1133 — Technology Graphics (Prerequisite: GRA 1143 or ENT 1113).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, revets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Two lectures. Four hours laboratory. Three hours credit.

ENT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: DDT 1133).

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

ENT 1213 — Construction Materials.

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

ENT 1223 — Wood Technology.

Study of wood production manufacturing sales, construction industries, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit.

ENT 1313 — Principles of CAD.

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

ENT 1323 — Intermediate CAD (Prerequisite: DDT 1313 or ENT 1313).

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

ENT 1413 — Elementary Surveying.

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

ENT 1613 — Architectural Design I
(Prerequisite: ENT 1113, GRA 1143, or ENT 1113).

Presentation and application of architectural drafting room standards. One lecture. Four hours laboratory. Three hours credit.

ENT 1813 — Basic Electricity & Electronics.

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit.

ENT 2153 — Civil Drafting (Prerequisite: ENT 1323 or DDT 1323).

Selected drafting techniques are applied to the problem of making maps, plot plans, plan and profile drawings using maps, field survey data, and related references. Theory of basic surveying techniques and instrument usage. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2233 — Structural Drafting (Prerequisite: ENT 1113 or GRA 1143

Structural section, terms, and conventional abbreviations and symbots used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

ENT 2243 — Cost Estimating (Prerequisite: ENT 1113).

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

ENT 2253 — Statics & Strengths of Materials (Prerequisite: MAT 1313 or Consent of Instructor).

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Two hours laboratory. Three hours credit.

ENT 2263 — Quality Assurance.

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory. Three hours credit.

ENT 2323 — Forging and Welding.

Practice in hand forging; annealing, heardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

ENT 2343 — Advanced CAD (Prerequisite: DDT 1113 or ENT 1323).

Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. One lecture. Four hours laboratory. Three hours credit.

ENT 2413 — History and Appreciation of Artcrafts.

Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

ENT 2423 — Mapping & Topography (Prerequisite: DDT 1413 or ENT 1413).

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

ENT 2443—Principles of Manufacturing Management (Prerequisite: ENT 1223).

This course will include a study of manufacturing processes and materials. a problem solving approach will be sued, emphasizing the context of the manufacturing business and the complexities to be addressed. Two lectures. Four hours laboratory. Three hours credit.

ENT 2623 — Architectural Design II (Prerequisite: DDT 1613 or ENT 1613).

This courses emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One lecture. Four hours laboratory. Three hours credit.

ENT 2643 — Architectural Rendering (Prerequisite: ENT 1613 or DDT 1613).

Visual expression of architectural principles and structures. Perspective, shade, shadow, and color (using pencil, pen & ink, paint and new media). Two lectures. Two hours laboratory. Three hours credit.

ENT 2713 — Architectural History.

Analysis of achievements in the design and construction of major architectural developments from early times to present. Three lectures. Three hours credit.

ENT 2913 — Special Project (Prerequisite: Minimum of 12 semester hours drafting related courses).

A course designed to proveide the student with practical application of skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

ENGLISH TECHNOLOGY

TEN 1103 — Developmental English I.

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

TEN 1203 — Developmental English II.

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

FOREST TECHNOLOGY

AGT 1714 — Applied Soil Conservation and Use.

This course is designed to introduce the student to the general principles of soil management, as its relates to forest growth. Two lectures. Two hours laboratory. Four hours credit.

FOT 1114 — Forest Mensuration I.

A classroom and field study of the basic principles and skills required for timber mensurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1124 — Forest Mensuration II.

A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1314 — Forest Protection.

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

FOT 1414 — Forest Products Utilization.

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

FOT 1713 — Dendrology.

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

FOT 1813 — Survey of Forestry.

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Two lectures. Three hours credit.

FOT 2124 — Forest Surveying.

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

FOT 2213 — Applications of GIS/GPS in Forestry.

This course includes using remote sensing, interpretation, and aplication of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two lectures. Two hours laboratory

FOT 2424 — Timber Harvesting.

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

FOT 2614 — Silviculture I.

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 2624 — Silviculture II.

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

FOT 2911, FOT 2912, FOT 2913 — Special Problems in Forest Technology.

A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

FOT 2914 — Internship for Specialization.

The student is given an introduction to the various fields of Forest Technology through employment with a forest industry or organization during the fourth semester. This occupational experience provides the student with the opportunity to practice and observe the application of some of the forestry principles learned. The Forest Technology faculty maintains close contact with the student and the employer. Reports by the student add depth to the experience. Five weeks. One to six hours credit.

FOT 292(1-6) — Internship for Specialization.

A continuation of FOT 2914. Six weeks. Five hours credit.

FUNERAL SERVICE TECHNOLOGY

FST 1113 — Mortuary Anatomy I (Corequisite: Math or Natural Science Elective).

A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

FST 1123 — Mortuary Anatomy II (Prerequisite: FST 1113).

Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

FST 1213 — Embalming I.

Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

FST 1223— Embalming II (Prerequisite: FST 1213).

Emphasis on special problems. Practice in the art of embalming. Clinical activities will require a minimum of 10 arterial and cavity embalming cases. Two lectures. Two hours laboratory. Threehours credit.

FST 1231—Clinical Embalming I (Corequisite: FST 1223. Prerequisite: FST 1213.

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. The student must complete a minimum of 15 arterial/cavity embalming and case reports. One hour credit.

FST 1241—Clinical Embalming II (Prerequisites: FST 1213, FST 1223, & 1231. Corequisite: FST 1223).

Practically apply the theoretical principles taught in the Funeral service technology curriculum in the funeral establishment/commercial mortuary. The student must complete a minimum of 15 arterial/cavity embalming and case reports. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One hour credit.

FST 1313 — Funeral Directing.

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

FST 1413 — Funeral Service Ethics and Law.

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

FST 1513 — Restorative Art (Prerequisites: FST 1213 & FST 1113).

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features to create

and acceptable physical appearance of the deceased for the benefit of the surviving family members. Two lectures. Two hours laboratory. Three hours credit.

FST 2273—Thanatochemistry (Prerequisites: FST 1213 & FST 1223).

A survey of the principles of general, organic, bio, and embalming chemistry as they relate to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

FST 2323 — Funeral Merchandising and Management.

Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

FST 2523 — Color and Cosmetics (Prerequisite: FST 1513).

A continuation of Restorative Art. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

FST 2613 — Microbiology (Prerequisite: FST 1113).

Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health and embalming practice. NOTE! This class does not contain a laboratory and will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

FST 2623 — Pathology (Corequisite: FST 1123).

The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.

FST 2713 — Psychosocial Counseling in Funeral Service.

A study which examines psychological concepts in the areas of dynamics of grief, grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

FST 2811 — Comprehensive Review.

Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. One lecture. One hour credit.

GEOGRAPHICAL INFORMATION SYSTEMS

GIT 2113 – Database Construction and Maintenance (Pre/Co-Requisite: DDT 1313).

A course designed to introduce database concepts and goals of database management systems, and relational, hierarchical, and network models of data.Included are Structured Query Language (SOL) and methods organizing and accessing data. Two lectures. Two hours laboratory. Three hours credit.

GIT 2123 – Fundamentals of Geographical Information Systems (GIS) (Pre/Co-Requisite: DDT 1313).

This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two lectures. Two hours laboratory. Three hours credit.

GIT 2133 – Principles of Image Processing (Prerequisite: DDT 1313).

This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various products, including topographic and thematic maps, aerial photographs, and satellite images. Two lectures. Two hours laboratory. Three hours credit.

GIT 2263 – Advanced Geographical Information Systems (Pre/Co-Requisite: DDT 2423 & GIT 2113).

This is an integrated course that encompasses geographic data inputs, processing, and analysis directed toward objects of scientific investigation. One lecture. Four hours laboratory. Three hours credit.

GIT 2273 – Remote Sensing.

This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. One lecture. Four hours laboratory. Three hours credit.

GIT 291(1-3) – Special Problem in Geographical Information Systems Technology (Prerequisite: 12 GIT courses).

A course designed to provide the student with practical application of skills and knowledge gained in other Geographical Information Systems courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One to three lectures. Two to six hours laboratory. One to three hours credit.

GIT 292(1-6) – Supervised Work Experience in Geographical Information systems Technology (Prerequisite: Sophomore standing

in Geographical Information Systems Technology.

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. One to 6 lectures. Three to 18 hours externship. One to six hours credit.

HEATING, VENILATION, AC, & REFRIG. TECHNOLOGY

ACT 1125 — Basic Compressions Refrigeration.

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two lectures. Six hours laboratory. Five hours credit.

ACT 1133 — Tools and Piping.

A course to provide the student with various tube and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two lectures. Two hours laboratory. Three hours credit.

ACT 1213 — Controls.

Fundamentals of gas, fluid, electrical, and programmable controls. Two lectures. Two hours laboratory. Three hours credit.

ACT 1313 — Refrigeration System Components.

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two lectures. Two hours laboratory. Three hours credit.

ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration.

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two lectures. Two hours laboratory. Three hours credit.

ACT 1813 — Professional Service Procedures.

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two lecture. Four hours laboratory. Three hours credit.

ACT 2324 — Commercial Refrigeration.

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2414 — Air Conditioning I.

Various types of residential and commercial air conditioning, including

hydropic, absorption, and desiccant systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2424 — Air Conditioning II (Prerequisite: ACT 2414).

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2433 — Refrigerant, Retrofit, & Regulation.

Practical applications in refrigerants retrofit to ozone-friendly refrigerants. Includes lubrication change, charging, and system evaluation. One lecture. Four hours laboratory. Three hours credit.

ACT 2513 — Heating Systems.

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two lectures. Two hours laboratory. Three hours credit.

ACT 2624 — Heat Load and Air Properties.

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two lectures. Four hours laboratory. Four hours credit.

ACT 291(1-3) — Special Project in Heating & A.C.
(Prerequisite: Consent of Instructor).

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory. One-three hours credit.

ACT 292(1-6) — Supervised Work Experience in Heating & A.C.
(Prerequisite: Consent of Instructor).

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

INDUSTRIAL MAINTENANCE MECHANICS

IMM 1122—Industrial Maintenance Math & Measurement.

Mathematical and measurement procedures and instruments related to industrial maintenance. One lecture. One hour laboratory. Three hours credit.

IMM 1132 — Industrial maintenance Blueprint Reading.

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One lecture. Two hours laboratory. Two hours credit.

IMM 1224 — Power Tool Applications.

Safe and proper use of various hand tools and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cut-off saws, drill presses, engine lathes, and milling machines. One lecture. Six hours laboratory. Four hours credit.

IMM 1314 — Principles of Hydraulics & Pneumatics

Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two lectures. Hour hours laboratory. Four hours credit.

IMM 1734 — Maintenance Welding and Metals.

Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. Two lectures. Four hours laboratory. Four hours credit.

IMM 1814 — Industrial electricity/lindustrial Maintenance Mechanics.

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrial procedures. Two lectures. Four hours laboratory. Four hours credit.

IMM 1914 — Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the students's learning experiences. Two lectures. Four hours laboratory. Four hours credit.

IMM 1926 — Supervised Work Experience in Industrial Maintenance Mechanics. (Consent of instructor)

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hoursl. (280 Hour externship) One to six hours credit.

MST 1115 — Power Machinery I.
A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Six hours laboratory. Five hours credit.

MST 1125 — Power Machinery II (Prerequisite: MST 1115).
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Six hours laboratory. Five hours credit.

MST 1233 — Basic Shop Math.
A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

MST 1313 — Advanced Shop Mathematics.
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

MST 1413 — Blueprint Reading.
A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

MST 1423 — Advanced Blueprint Reading
(Prerequisite: MST 1413).
A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

MST 1613 — Precision Layout.
An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

MST 2135 — Power Machinery III (Prerequisite: MST 1125).
A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

MST 2144 — Power Machinery IV (Prerequisite: MST 2135).

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

MST 2714 — Computer Numerical Control Operations I.

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

MST 2725 — Computer Numerical Control Operations II (Pre/Corequisite: MST 2714).

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Six hours laboratory. Five hours credit.

MST 2812 — Metallurgy.

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One lecture. Two hours laboratory. Two hours credit.

MST 2911 - 2913 — SpecialProblem in Machine ToolTechnology.

A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One - three hours credit.

MARKETING MANAGEMENT TECHNOLOGY

MMT 1113 — Marketing I.

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

MMT 1123 — Marketing II (Prerequisite: MMT 1113).

A continuation of MMT 1113. Three lectures. Three hours credit.

MMT 1313 — Salesmanship.

Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, develop-

ing selling strategies, closing and servicing a sale, and developing consumer relations. Two lectures. Two hours laboratory. Three hours credit.

MMT 1323 — Advertising.

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 1413 — Merchandising Math.

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture. Three hours credit.

MMT 1753—Marketing Seminar.

Develops leadership skills and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic social and business responsibilities. Six hours laboratory. Three hours credit.

MMT 2213 — Management.

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three lectures. Three hours credit.

MMT 2233 — Human Resource Management
(Prerequisites: MMT 1213).

Objectives, organization, and functions, of human resource management Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee service. Three lectures. Three hours credit.

MMT 2243 — Marketing Management Decision Making
(Prerequisite: MMT 1123).

The study of effective marketing management decision making through case study analysis. Two lectures. Two hours laboratory. Three hours credit.

MMT 2313—E-Commerce Marketing.

Introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning on-line business. Two hours lecture. Two hours laboratory. Three hours credit

MMT 2323—Internet Marketing (Prerequisite: MMT 1113).

Study of effective marketing principles as they apply to the electronic market place. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 2333—Multimedia Presentations for Marketing.

Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communications strategies. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 2343—Web Page Design.

Use creative marketing strategies, concepts, and techniques to design web sites that will reach designated target markets. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 2423 — Retail Management.

Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Two lectures. Two hours laboratory. Three hours credit.

MMT 2513 — Entrepreneurship.

Study of the development of a product or services idea and the creation of business plan to further its growth. Two lectures. Two hours laboratory. Three hours credit.

MMT 2523—Event Marketing.

Design a plan for special events, trade and consumer shows, exhibitions, and conventions. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 2533—Purchasing/Supply Management.

Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing, international purchasing, and quality specifications. Three hours lecture. Three hours credit.

MMT 2613—International Marketing.

Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. Three hours lecture. Three hours credit.

MMT 2912 — Study Tour (Prerequisite: Marketing Management Major).

This is an elective course for students who wish to pursue international marketing opportunities. The tour encourages experiential learning through travel in the U.S. focusing on specialized area of study for marketing management. One hour lecture, tour required, formal paper required. Two semester hours credit.

MATHEMATICS TECHNOLOGY

TMA 1103 — Developmental Math I.
This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

OCCUPATIONAL THERAPY ASSISTANT TECHNOLGY

OTA 1113 — Foundations of Occupational Therapy.
This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.

OTA 1134 — Anatomy & Physiology for Occupational Therapy.
This intake course will focus upon the structures and systems of the human body and their respective functions. Emphasis will be placed upon areas that are most vital to practice within the field of occupational therapy, particularly the skeletal, muscular, and nervous systems. Three lectures. Two hours laboratory. Four hours credit.

OTA 1142 — Wellness Systems.
This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community and social systems will be examined. Professional language utilized in these systems will be included. In addition to term definitions, emphasis is placed on uniform terminology. Two lectures. Two hours credit.

OTA 1213 — Pathology of Psychiatric Conditions.
This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1223 — Pathology of Physical Disability Conditions.
This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1233 — Pathology of Developmental Conditions.

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1314 — Kinesiology.

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

OTA 1413 — Therapeutic Media.

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit..

OTA 1423 — Occupational Therapy Skills I.

This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two lectures. Two hours laboratory. Three hours credit.

OTA 1433 — Occupational Therapy Skills II.

This manipulative course provides intermediate practice skills used with patients/clients across the lifespan and with various diagnosis. Two lectures. Two hours laboratory. Three hours credit.

OTA 1513 — Group Process.

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

OTA 1913 — Fieldwork IA: Psychosocial.

This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the psychosocial setting. One lecture. Six hours clinical. Three hours credit.

OTA 2443 — Occupational Therapy Skills III.
This manipulation course provides advanced practice skills used with patients/clients across the lifespan and with various diagnoses. Two lectures. Two hours laboratory. Three hours credit.

OTA 2713 — Concepts in Occupational Therapy.
This manipulative course studies the theoretical basis for occupational therapy treatment techniques. Three lectures. Three hours credit.

OTA 2935 — Fieldwork IB: Physical Dysfunction/Pediatrics.
This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the occupational therapy evaluation and intervention process. One lecture. Twelve hours clinical. Five hours credit.

OTA 2946 — Level IIA Fieldwork.
This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or non-traditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2956 — Level IIB Fieldwork.
This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or non-traditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2961 — Occupational Therapy Transitions.
This intake course is designed to develop pre-employment skills, promote awareness of legal aspects of occupational therapy, and prepare for the national certification examination. Three day seminar. One hour credit.

READING TECHNOLOGY

TRE 1103 — Developmental Reading I.
Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

TRE 1203 — Developmental Reading II.

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

SURGICAL TECHNOLOGY

SUT 1113 — Fundamentals of Surgical Technology (Corequisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

SUT 1216 — Principles of Surgical Technique (Corequisites: All 1st semester courses).

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. One lecture. Ten hours laboratory. Six hours credit.

SUT 1314 — Surgical Anatomy (Corequisites: All 1st semester courses).

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

SUT 1413 — Surgical Microbiology (Corequisites: All 1st semester courses).

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

SUT 1518 — Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

SUT 1528 — Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; oral & maxcillo facial surgery, pediatrics.

and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

SUT 1538 — Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.

WORK-BASED LEARNING

WBL 191(1-3) — Work-Based Learning I.
WBL 192(1-3) — Work-Based Learning II.
WBL 193(1-3) — Work-Based Learning III.
WBL 291(1-3) — Work-Based Learning IV.
WBL 292(1-3) — Work-Based Learning V.
WBL 293(1-3) — Work-Based Learning VI.

Work-Based Learning is a structured work-site learning experience for Vocational/Technical majors in which the student, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. The program includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester. Credit is awarded based on the following chart:

90 contact hours per semester = 1 hour credit
180 contact hours per semester = 2 hours credit
270 contact hours per semester = 3 hours credit

VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

COSMETOLOGY

COV 1117 — Fundamentals of Cosmetology.

This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. Three lectures. Twelve hours laboratory. Seven hours credit.

COV 1213 — Cosmetology Theory I (Prerequisite: COV 1117).

Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. Three lectures. Three hours credit.

COV 1225 — Cosmetology Theory II (Prerequisite: COV 1117).

Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are covered. Five lectures. Five hours credit.

COV 1236 — Cosmetology Theory III (Prerequisite: COV 1225).

Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. Six lectures. Six hours credit.

COV 1311 — Scalp and Hair Treatment (Prerequisite: COV 1213).

Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. Three hours laboratory. One hour credit.

COV 1321 — Hair Shaping (Prerequisite: COV 1213).

Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Three hours laboratory. One hour credit.

COV 1333 — Permanent Waves (Prerequisite: COV 1225).
Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. Nine hours laboratory. Three hours credit.

COV 1345— Hair Coloring and Lightening (Prerequisite: COV 1225).
Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. Fifteen hours laboratory. Three hours credit.

COV 1352 — Chemical Hair Relaxing (Prerequisite: COV 1225).
Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. Six hours laboratory. Two hours credit.

COV 1362 — Thermal Techniques (Prerequisite: COV 1236).
Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Six hours laboratory. Two hours credit.

COV 1372 — Artistry of Hair Design/Wet Hairstyling (Prerequisite: COV 1213).
Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. Six hours laboratory. Two hours credit.

COV 1411 — Artistry of Artificial Hair (Prerequisites: COV 1117, COV 1311, COV 1321 and COV 1322).
Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. Three hours laboratory. One hour credit.

COV 1512 — Manicure and Pedicure (Prerequisite: COV 1225).
Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, message and sanitary care, nail irregularities and diseases, and safety considerations. Six hours laboratory. Two hours credit.

COV 1612 — Facials and Makeup (Prerequisite: COV 1236).
Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. Six hours laboratory. Two hours credit.

COV 1712 — Salon Management (Prerequisite: COV 1236).
Practical application in opening and operating a beauty salon in accordance with state regulations. Six hours laboratory. Two hours credit.

COSMETOLOGY - TEACHER TRAINEE

CIV 1113 — Observation and Law, Rules and Regulations.
This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. The student will also develop an understanding of the law, rules, and regulations that govern cosmetology in the state. 90 clock hours. Three hours credit.

CIV 1118 — Observation and Law, Rules and Regulations.
This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. 224 clock hours. Eight hours credit.

CIV 1122 — Cosmetology Law, Rules and Regulations.
The student will develop an understanding of the laws, rules and regulations that govern cosmetology in the state. 34 clock hours. Two hours credit.

CIV 1125 — Principles of Teaching.
This course is designed to identify the characteristics of a professional teacher. Planning the course, preparing lesson plans, and the steps of teaching will also be covered in the course. 150 clock hours. Five hours credit.

CIV 1132 — Measurement and Evaluation.
This course will instruct the student in the art of testing and evaluating students. 60 clock hours. Two hours credit.

CIV 1143 — Principles of Motivation and Learning.
This course will study the different motivational theory and technique methods of motivation. The laws governing the learning processes will also be explored. 90 clock hours. Three hours credit.

CIV 1216 — Methods of Teaching.
This course will introduce the methods, procedures, and techniques of teaching to the student. 180 clock hours. Six hours credit.

CIV 1223 — Classroom Management.
This course will explore the concepts of effective classroom management. 90 clock hours. Three hours credit.

CIV 1233 — Teaching Materials.
This course will introduce the different teaching materials that might be available to the instructor. 90 clock hours. Three hours credit.

CIV 1239 — Preparation for Teaching.
This course gives instruction on planning the course and preparing lesson plans. 255 clock hours. Nine hours credit.

CIV 1249 — Student Motivation and Learning.
This course will teach the different motivational applications needed for student learning. The laws governing the learning processes will also be explored. 272 clock hours. Nine hours credit.

CIV 1253 — Evaluation of Students.
This course will instruct the trainee in the art of testing and evaluating students. 85 clock hours. Three hours credit.

CIV 1510 — The Professional Teacher.
This course is designed to identify the characteristics of a Professional teacher. 272 clock hours. Ten hours credit.

CIV 2328 — Procedures and Techniques of Teaching.
This course will instruct the trainee in conducting practical classes and working with individual student needs. 120 clock hours. Eight hours credit.

CIV 2511 — Methods of Teaching.
This course will introduce the methods of teaching through lectures, discussion and demonstration. 190 clock hours. Eleven hours credit.

CIV 2611 — Classroom Management.
This course will explore the concepts of effective classroom management. 304 clock hours. Eleven hours credit.

CIV 2711 — Teaching Materials.
This course will introduce the different teaching materials that are available to the instructor. 304 clock hours. Eleven hours credit.

PRACTICAL NURSING

PNV 1113 — Basic Nutrition.
This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three lectures. Three hours credit.

PNV 1213 — Body Structure and Function.
This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two lectures. Two hours laboratory. Three hours credit.

PNV 1312 — Growth and Development.

This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. Two lectures. Two hours credit.

PNV 1412 — Geriatric Nursing.

This course utilizes the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. One lecture. Three hours clinical laboratory. Two hours credit.

PNV 1425 — Fundamentals of Nursing.

This course provides the student with knowledge and skills necessary to care for the individual. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. Five lectures. Five hours credit.

PNV 1434 — Fundamentals of Nursing Lab.

This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Six hours laboratory. Three hours clinical. Four hours credit.

PNV 1513 — Pharmacology.

This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, basic math, and measurement, regulatory requirements and basic principles of drug administration. Two lectures. Two hours laboratory. Three hours credit.

PNV 1615 — Medical/Surgical Nursing.

This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardio-vascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five lectures. Five hours credit.

PNV 1624 — Medical/Surgical Lab and Clinical.

This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1633 — Alterations in Adult Health.

In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculo-skeletal, and skin

and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three lectures. Three hours credit.

PNV 1644 — Alterations in Adult Health Lab and Clinical.
This course includes supervised clinical experience for application of medical/surgical theory and the development of skills and the use of nursing process by applying principles and knowledge gained in preceding courses. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1717 — Maternal-Child Nursing.
This course utilizes the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical exper-ience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. Five lectures. Six hours clinical laboratory. Seven hours credit.

PNV 1813 — Psychiatric Concepts.
This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two lectures. Three hours clinical. Three hours credit.

PNV 1912 — Nursing Transition.
This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One lecture. Three hours clinical laboratory. Two hours credit.

WELDING, BRAZING AND SOLDERING

WLV 1117 — Shielded Metal Arc Welding (SMAW).
This course is designed to teach students welding techniques using electrodes. One lecture. Twelve hours laboratory. Seven hours credit.

WLV 1124 — Gas Metal Arc Welding (GMAW).
This course is designed to give the student experience in various welding applications with the M.I.G. welder including short circuiting and pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

WLV 1136 — Gas Tungsten Arc Welding (GTAW).
This course is designed to give the student experience in various welding applications with the T.I.G. welder. One lecture. Ten hours laboratory. Six hours credit.

WLV 1143 — Flux Cored Arc Welding (FCAW).
This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

WLV 1152 — Pipe Welding I.
This course is designed to give the student experience in pipe welding procedures. One lecture. Two hours laboratory. Two hours credit.

WLV 1153 — Pipe Welding II (Prerequisite: WLV 1152).
This course is a continuation of WLV 1152. One Lecture. Four hours laboratory. Three hours credit.

WLV 1171 — Welding Inspection and Testing Principles.
This course is designed to give the student experience in inspection and testing of welds. Two hours laboratory. One hour credit.

WLV 1211 — Plasma Arc Cutting (PAC).
This course is designed to give the student experience in PAC. Two hours laboratory. One hour credit.

WLV 1231 — Drawing and Welding Symbol Interpretation.
This course is designed to give the student advanced experience in reading welding symbols and making on-site changes by freehand sketching. Two hours laboratory. One hour credit.

WLV 1242 — Oxyfuel Gas Cutting Principles and Practices.
This course is designed to give the student experience in OAW and brazing. One lecture. Two hours laboratory. Two hours credit.

WLV 1912 — Special Problems in Welding and Cutting.
A course designed to provide the student with practical application of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Four hours laboratory. Two hours credit.

WLV 1922 — Work-Based Learning in Welding and Cutting.
This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. 90 clock hours of industrial work experience. Two hours credit.

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